

**SECRET**

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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE TECHNICAL SERVICES DIVISION

*inspired  
by 73-69  
RD*



**SECRET**

21 January 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

STAT Asst. Chief, TSD [REDACTED]

STAT [REDACTED]

SUBJECT : TSD Records Control Schedule 7341-63

RESCINDS : TSD Records Control Schedule 7341-61  
dtd 3 May 61

STAT TSD/ [REDACTED] 1. Attached herewith is Records Control Schedule 7341-63 for This Schedule was rewritten in order to change the contents of Items 3 and 4 - Project and Contract files - and, more specifically, to set forth definite disposition instructions in order to comply with Records Center procedure. The rest of the Schedule remains unchanged.

STAT 2. Since TSD [REDACTED] is presently holding material for retirement, it is requested that this Schedule be substituted for the original one submitted in May 1961 as soon as possible.

STAT [REDACTED]

TSD/ [REDACTED]

Attachment:  
RCS 7341-63

Distribution:  
Orig & 1 - Addressee

STAT 1 - DD/P [REDACTED]  
w/o attach.

ILLEGIB

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO. 7332-61

ILLEG

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1 TSD

C/TSD/

DATE 25X1 22 JAN 56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
25X1 1.	ADMIN FILE  Consists of correspondence and memoranda to and from area divisions. Included are personnel and travel folders of [redacted] and other files used in the administration [redacted] (1957-Current)	5.5	Temporary. Destroy after three years except policy papers and other materials needed for current operation.
25X1 2.	LESSON PLANS  Consists of current lesson plans used in conducting training courses involved in the familiarization and handling of special devices. Filed alphabetically.	3.5	Temporary. Destroy upon receipt of revised lesson plan.
25X1 3.	TEST & REPORT FILE  a. Tests [redacted]	3.5	Temporary. Disposal not authorized.
25X1 b.	Reports Consists of reports and survey compiled [redacted]	7.3	Temporary. Disposal not authorized at this time. Screen file and wire non-active reports to Records Center.

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Record Copy Do Not Destroy

FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SECRET

4.

**COURSE FILES**

**a. Course Dossiers**

Contains correspondence, agenda, final evaluations, guest speakers, critiques, and other related course materials. Filed by course title.

1.0

Temporary. Disposal not authorized.

**b. Student Evaluations**

Consists of daily check sheets on individual's progress.

.5

Temporary. Hold for six months and then destroy.

5.

**LECTURE MATERIALS**

Consists of supplemental text as well as view graph transparencies, motion picture films, maps, charts, and displays.

26.0

Temporary. Destroy when revised, superseded or obsolete.

6.

**STUDENT HANDOUTS**

Consists of notebooks, brochures, pamphlets, instruction manuals and other materials used by students during course.

32.0

Temporary. Destroy when revised, superseded or no longer needed.

7.

**DEMONSTRATION FILE**

Consists of demonstrations performed by

.5

Temporary. Disposal not authorized.

25X1

This file includes names of individuals attending, location of demonstration, and information released during the demonstration, etc.

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	INTELLIGENCE REPORT FILE		
25X1		.5	Temporary. Destroy when no longer of value.
9.	REFERENCE MATERIAL		
	Consists of published manuals and other information pertaining to the training, testing.	13.5	Temporary. Destroy when revised, superseded or no longer needed for reference purposes. Return library books to OCR Library when no longer needed.
25X1			
25X1	Also included are books obtained through the Agency library.		
		93.8	

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1 TSD

25X1

DATE

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1

1.

**ADMIN FILE**

25X1

Consists of materials used in administering  
This file includes  
inter-office correspondence, liaison with area  
divisions, cables, dispatches and other corres-  
pondence such as budget, training, property, etc.  
(1958-Current)

1.5

Temporary. Destroy after two years except  
for policy or materials needed for current  
operation.

2.

**CHRONO FILE**

25X1

Consists of copies of outgoing correspondence  
originating in  
(1958-Current)

1.0

Temporary. Destroy after eighteen months.

3.

**PROJECT FILES**

25X1

a. Active Projects - Consists of corres-  
pondence, current working files and  
progress reports dealing with the re-  
search and development phases performed

24.5

Disposal not authorized at this time.

b. Specification and Drawing File - Consists  
of copies of specifications and drawings  
of devices.

17.5

Disposal not authorized at this time.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<b>CONTRACT FILES</b>		
25X1	a. Consists of contractual matters dealing with projects presently being conducted by commercial and government contractors.	1.5	Temporary. Destroy two years after completion of contract.
25X1	b. Consists of final reports initiated by and prepared by contractors for continuing use by	19.5	Temporary. Disposal not authorized.
25X1	Filed alphabetically by name of project.		
5.	<b>PERSONNEL FOLDERS</b>		
	Consists of case files containing personnel and travel matters on staff employees and consultants.	1.0	Temporary. Screen periodically. Destroy non-current materials. Transfer to TSD/Personnel upon transfer or separation.
6.	<b>INSTRUCTIONAL AIDS</b>		
	Consists of instruction sheets and operating manuals on devices.	2.3	Temporary. Screen periodically and destroy when no longer of use.
7.	<b>REFERENCE MATERIAL</b>		
	Consists of background material such as OSS development, brochures, catalogs, technical manuals and other materials used for reference purposes.	74.3	Temporary. Screen periodically. Destroy when revised, superseded or no longer needed. Library books should be returned to OCR Library when no longer needed.
	Also included are books obtained through the Agency library.	143.1	

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ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

**BRANCH ADMIN FILE**

Consists of correspondence and memoranda pertaining to the administration of the [redacted] Included in this file are such subjects as security, office procedure, requisitions, duty rosters, T&As, and chrono files.

2.0

Temporary. Destroy after two years except for files needed for current operation.

2.

**CURRENT WORKING FILES**

Consists of correspondence, memoranda and interrogation studies all used in the current operation of [redacted] These files include briefings, debriefings, consultant reports, etc.

17.0

Temporary. Screen periodically. Destroy materials no longer needed. Transfer to appropriate file materials that must be retained. Consultant reports should be held indefinitely.

3.

**RESEARCH STUDIES**

Consists of completed studies prepared by [redacted]

4.0

Temporary. Disposal not authorized. When no longer needed for current reference transfer to Records Center.

4.

**PROJECT FILE**

Consists of varied correspondence, memoranda and financial accountings, etc. concerned with the MKULTRA Project.  
(1952-Current)

10.0

Temporary. Disposal not authorized at this time. (A review of this file will be made at time of next audit - July 1961)

Record Copy - Do not destroy



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25X1	5. <input type="checkbox"/> <b>CONTRACTS</b>  Contains correspondence, proposals, contracts, and supporting data concerning <input type="checkbox"/> contracts.	3.0	Temporary. Destroy six months after completion of contract.
25X1	6. <b>PERSONNEL AND TRAVEL FOLDERS</b>  Consists of case files for employees of <input type="checkbox"/> These files include pertinent personnel and travel information.	1.5	Temporary. Screen files periodically to remove papers no longer necessary. Upon separation or transfer of employee, forward to TSD/Personnel.
25X1	7. <b>REFERENCE</b>  Consists of materials and films used for background and reference purposes. These include library books, brochures, technical manuals from this Agency and other Government agencies as well as commercial sources.	52.5	Temporary. Destroy when revised, superseded or no longer needed except for library books obtained from Agency library which should be returned to OCR Library when no longer needed.
		90.0	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

18 April 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH

STAT: TSD [REDACTED]

STAT Asst. Chief, TSD [REDACTED]

STAT Chief,  
Attn: [REDACTED]

SUBJECT : TSD Records Control Schedule 7343-63

RESCINDS : TSD Records Control Schedule 7343-61

STAT TSD [REDACTED] 1. Attached hereto is Records Control Schedule 7343-63 for This Schedule was rewritten in order to establish definite disposition instructions for project files as well as to make certain other modifications.

STAT 2. Since TSD [REDACTED] is presently holding material for retirement, it is requested that this Schedule be substituted for the original one submitted in May 1961 as soon as possible.

STAT [REDACTED]

TSD/ [REDACTED]

Attachment:  
RCS 7343-63

Distribution:  
Orig & v1 - Addressee

STAT 1 - DD/P [REDACTED]  
w/o attach.

[REDACTED] ILLEGIB

RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A00020001-0

SCHEDULE NO.

7343-61

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

DATE

3 MAY 1961

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1

1.

**ADMIN FILE**

Consists of materials used in administering  
such as briefings, minutes  
of consultant board meetings, library requests,  
as well as the following:

- a. Inter-office correspondence with TSD components, other CIA offices and external correspondence.  
(1955-Current)
- b. Cables  
(1953-Current)
- c. Dispatches  
(1952-Current)
- d. Monthly and Semi-Annual Reports  
(1955-Current)

6.7

Temporary. Destroy after two years except for policy materials or those materials needed for current operation.

Temporary. Destroy after two years.

Temporary. Destroy after two years.

Temporary. Destroy after one year.

2.

**CHRONO FILE**

Consists of copies of outgoing correspondence  
originating in

.8

Temporary. Destroy after two years.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
3.	<b>PROJECT FILES</b>		
25X1	a. Active Projects - Consists of correspondence and current working files dealing with the research and development phases performed [REDACTED]	23.0	Temporary. Disposal not authorized. Transfer to Records Center those projects no longer of current interest [REDACTED]
25X1	[REDACTED]	25X1	25X1
25X1	b. Consists of final reports prepared by contractors for use by [REDACTED] in their operation.	7.0	Temporary. Disposal not authorized. Retain in office area until not of current interest. Then transfer to Records Center.
4.	<b>REQUISITION FILE</b>		
	Consists of copies of requisitions for equipment and supplies. (1952 - Current)	1.0	Temporary. Destroy after three years.
5.	<b>PERSONNEL FOLDERS</b>		
	Consists of case files containing personnel and travel matters on staff employees and consultants.	1.0	Temporary. Forward to TSD/Personnel upon transfer or separation of employee.
6.	<b>SECURITY CLEARANCE FILE</b>		
25X1	a. Consists of correspondence and requests for security clearance for [REDACTED]	1.5	Temporary. Destroy six months after posting action to security card.
	b. Consists of card files listing by company all personnel cleared for or denied security clearance.		Temporary. Disposal not authorized at this time.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0</p> <p><b>REFERENCE MATERIAL</b></p> <p>Consists of copies of technical studies, reports received from external sources as well as books obtained through the Agency library.</p>	215.5	Temporary. Screen periodically. Destroy material revised, superseded or no longer needed except for library books which should be returned to the OCR Library when no longer needed.
8.	<p><b>SPECIAL SYSTEMS</b></p> <p>Consists of case files on <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> systems developed, tested, evaluated and available for use by TSD.</p>	4.0	Temporary. Disposal not authorized. Retain in office area.
		260.5	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

7 February 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD Records Management Officer

STAT Asst. Chief, TSD [REDACTED]

STAT Chief, DD/P [REDACTED]

STAT [REDACTED]

SUBJECT : TSD Records Control Schedule 7342-63

RESCINDS : TSD Records Control Schedule 7347-61

STAT TSD [REDACTED] 1. Attached hereto is Records Control Schedule 7342-63 for This Schedule was rewritten primarily to establish definite disposition instructions for project files in order to comply with Records Center procedure. The Schedule number is being changed from 7347 to 7342 since the branch with the Schedule 7342-61 was abolished with the reorganization of TSD.

STAT 2. Since TSD [REDACTED] is presently holding material for retirement, it is requested that this Schedule be substituted for the original one submitted in December 1961 as soon as possible.

STAT [REDACTED]

TSD/ [REDACTED]

STA

Attachment:  
RCS 7342-63

Distribution:  
Orig & 1 - Addressee

STAT 1 - DD/P [REDACTED]  
w/o attach.

RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

7347-61

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

TITLE

DATE

213 1981

25X1 TSD

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X11.

ADMIN FILE

Consists of materials used in administering  
such as briefings,  
travel, chrono, requisitions, security clearances,  
etc.

1.0

Temporary. Destroy after two years except  
for policy materials or those materials  
needed for current operation.

2.

PROJECT FILES

a. Active Projects - Consists of corres-  
pondence and current working files  
dealing with the research and develop-  
ment phases performed

5.5

Temporary. Disposal not authorized.  
Transfer to Records Center those projects  
no longer of current interest

25X1

25X1

25X1

b. Consists of final reports prepared by  
contractors for use by in their  
operation.

6.0

Temporary. Disposal not authorized. Retain  
in office area until not of current interest.  
Then transfer to Records Center.

3.

REFERENCE MATERIAL

Consists of copies of technical studies,  
reports received from external sources as well  
as books obtained through the Agency library.

48.0

Temporary. Screen periodically. Destroy  
material revised, superseded or no longer  
needed except for library books which should  
be returned to the OCR Library when no  
longer needed.

60.5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

Record Copy - Do not destroy

18 April 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

Asst. Chief, TSD [redacted] ST

Chief, DD/P [redacted]

STAT

STAT [redacted]

SUBJECT : TSD Records Control Schedule 7344-63

RESCINDS : TSD Records Control Schedule 7344-61 dtd 15 May 61  
TSD Records Control Schedule 7345-61 dtd 15 May 61

STAT

1. Attached hereto is Records Control Schedule 7344-63 for TSD [redacted]

STAT [redacted] This Schedule was completely rewritten in order  
to incorporate the files of the former [redacted] STAT

STAT [redacted] as well as to establish definite disposition instructions  
for liaison files and project files and to make certain other modifications.

STAT 2. Since TSD [redacted] is presently holding material for retirement,  
it is requested that this Schedule be substituted for the original one sub-  
mitted in May 1961 as soon as possible.

STAT [redacted]

TSD [redacted] ST

Attachment:

RCS 7344-63

Distribution:

Orig & 1 - Addressee

1 - DD/P [redacted]

STAT

w/o attach.



RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

TITLE C/TSD

DATE

15 MAY 1961

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

25X1

DISPOSITION INSTRUCTIONS

1.

**BRANCH ADMIN FILE**

Consists of materials used in administering  
described as follows:

25X1

- a. Inter-office correspondence with TSD components and other CIA offices as well as T/Os, Inspector General's report, security, and [redacted] report.

25X1

(1958-Current)

b. [redacted]

25X1

c. Cables

(1959-Current)

d. Dispatches

(1953-Current)

3.3

Temporary. Screen annually. Destroy housekeeping-type records after three years. Transfer other materials such as policy and papers still of interest to [redacted] to Records Center.

25X1

2.0

Temporary. Disposal not authorized.

.3

Temporary. Destroy after two years except for those that pertain to a specific project. File these with appropriate project.

1.0

Temporary. Destroy after three years except those that pertain to a specific project. File these with appropriate project.

2.

**CHRONO FILES**

Consists of copies of outgoing correspondence originating in TSD [redacted]

25X1

1.3

Temporary. Destroy after three years.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

Records

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<b>PROJECT FILES</b> Consists of correspondence, current working papers, specifications, status reports and completed reports on [REDACTED]	35.8	Temporary. Disposal not authorized. Transfer to Records Center one year after completion of project.
4.	<b>CONTRACT FILE</b> a. Consists of administrative materials dealing with projects presently being conducted for [REDACTED] Filed alphabetically by company. b. Potential Contractors - Consists of case [REDACTED] c. Contract Card File - Consists of 5x8 cards containing pertinent information regarding contracts.	4.0 1.0 .2	Temporary. Screen file annually. Destroy materials not currently needed. Temporary. Screen annually. Destroy when no longer of interest to [REDACTED] Temporary. Destroy one year after completion of contract.
5.	<b>"SI" MATERIALS</b> Contains Special Intelligence material.	1.0	
6.	<b>"Q" MATERIALS</b> Contains Restricted Data files.	2.0	
7.	<b>TOP SECRET CONTROL FILE</b> Consists of 3x5 cards used to control TS materials in [REDACTED]	.1	Temporary. Disposal not authorized.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<b>REQUISITION FILE</b>	<b>SECRET</b>	
	a. Consists of copies of requisitions for equipment and supplies.	.3	Temporary. Destroy after one year.
25X1	b. Card File - Consists of 5x8 cards listing all equipment charged <input type="text"/>	.2 25X1	Temporary. Destroy six months after equipment leave <input type="text"/> custody and is returned to stock.
9.	<b>INSTRUCTIONAL MANUALS</b>		
25X1	Consists of operating and instructional manuals used <input type="text"/>	13.0	Temporary. Disposal not authorized. Screen file periodically. Destroy all extra copies when equipment is no longer stocked by Agency. Retain one copy indefinitely.
10.	<b>MAIL LOG BOOKS</b>		
25X1	Consists of log sheets used to control the receipt and dispatch of mail <input type="text"/> (1955-Current)	.5	Temporary. Disposal not authorized.
11.	<b>PERSONNEL FILES</b>		
	Consists of case files containing personnel and travel matters on staff employees and consultants.	1.0	Temporary. Transfer to TSD/Personnel upon transfer or separation.
12.	<b>REFERENCE MATERIAL</b>		
	Consists of scientific publications from OSRD, Signal Corps, as well as brochures, catalogs, Army technical manuals, etc.	44.0	Temporary. Destroy when revised, superseded or no longer needed.
	<b>SECRET</b>	111.0	

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1 TSI

25X1

25X1

C/TSD

DATE 18 DEC 1961

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1

1.

**ADMIN FILE**

25X1

Consists of materials used in administering correspondence, correspondence with other CIA offices, and external correspondence.

1.0

Temporary. Destroy after two years except for policy materials and files needed for current operation.

2.

**CHRONO FILE**

25X1

Consists of copies of outgoing correspondence originating in

Temporary. Keep one complete year then destroy.

3.

**PROJECT FILES**

13.2

a. Active Projects - Current working files consisting of correspondence, cables and dispatches regarding research and development projects performed by or for

Temporary. Disposal not authorized. Transfer to Records Center one year after project reaches inactive status.

25X1

b. Project Reports - Consists of published reports received from contractors regarding

Disposal not authorized. Screen annually. Transfer inactive reports to Records Center.

25X1

4.

**CONTRACT FILES**

.8

Consists of administrative materials dealing with projects presently being conducted for  
Filed alphabetically by contractor.

Temporary. Destroy two years after termination of contractual relationship with contractor.

25X1

Records Copy

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p>PERSONNEL FOLDERS</p> <p>a. Consists of case files containing personnel matters on staff employees and consultants.</p> <p>b. Travel folders containing requests for travel, vouchers, etc.</p>		<p>Temporary. Forward to TSD/Personnel upon transfer or separation of employee.</p> <p>Temporary. Screen annually. Destroy materials two years old. Upon transfer or separation, forward to TSD/Personnel.</p>
6.	<p>REQUISITION FILE</p> <p>Consists of copies of requisitions for equipment and supplies.</p>		<p>Temporary. Destroy after two years.</p>
7.	<p>REFERENCE MATERIAL</p> <p>Consists of copies of technical studies and reports received from external sources. Also included are books obtained through the Agency library.</p>	9.8	<p>Temporary. Destroy when revised, superseded or no longer needed. Return library books to OCR Library when no longer needed.</p>
		24.8	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

5 April 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

STAT Asst. Chief, TSD [REDACTED]

Chief, DD/P [REDACTED]

STAT Attn: [REDACTED]

STAT

SUBJECT : TSD Records Control Schedule 7367-63

RESCINDS : TSD Records Control Schedule 7351-61  
dtd 22 May 61

STAT TSD [REDACTED] 1. Attached hereto is Records Control Schedule 7367-63 for  
STAT [REDACTED] This schedule was re-  
STAT [REDACTED] written in order to reflect [REDACTED] organizational transfer to [REDACTED]  
STAT [REDACTED] as well as to make other modifications, including  
definite disposition instructions for certain items.

STAT

STAT 2. Since TSD [REDACTED] is presently holding material for retire-  
ment, it is requested that this schedule be substituted for the original  
one submitted in May 1961 as soon as possible.

STAT

Attachment:  
RCS 7367-63

Distribution:  
Orig & 1 - Addressee

STAT ☒ DD/P [REDACTED]  
w/o attach.

TSD/ [REDACTED]

ST

RECORDS CONTROL SCHEDULE 5  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.  
 735A-61

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1TSD

TITLE

C/TSD

DATE

25X1

MAY 1981

ITEM NO.

FILES IDENTIFICATION  
 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

**CURRENT WORKING FILES**

Consists of materials used in the current study of behavioral activities.

1.0

Temporary. Screen periodically. Destroy materials no longer needed for current operation. Transfer other materials to appropriate file.

2.

**CHRONO FILE**

Consists of copies of outgoing correspondence originating in this branch. (1955-Current)

.5

Temporary. Destroy after two years except for certain papers which are considered necessary for current work.

3.

**AGENT FILES**

25X1

3.0

Temporary. Disposal not authorized.

4.

**REFERENCE**

Consists of magazines and other background and reference materials regarding behavioral science.

8.0

Temporary. Destroy when revised, superseded or no longer needed except for library books which should be returned to OCR Library.

12.5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

6 February 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

Asst. Chief, TSD [redacted]

STAT

Chief,  
Attr [redacted]

STAT

SUBJECT : TSD Records Control Schedule 7361-63

RESCINDS : TSD Records Control Schedule 7352-61  
dtd 12 May 61

STAT TSD [redacted] 1. Attached hereto is Records Control Schedule 7361-63 for  
[redacted] is a new  
major component resulting from the consolidation of former  
STAT [redacted] In order to make  
modifications and note certain changes in function it was neces-  
STAT sary that the entire TSD/[redacted] schedule be rewritten.

STAT 2. Since TSD [redacted] is presently holding material for  
retirement, it is requested that this Schedule be substituted for  
the original one dated 12 May 1961 as soon as possible.

STAT [redacted]

TSD/[redacted]

STA

Attachment:  
RCS 7361-63

Distribution:  
Orig & 1 - Addressee  
STAT1 - DD/P [redacted]  
w/o attach.



OFFICE, DIVISION, BRANCH

25X1

25X1

TSD

TITLE  
AC/TSD

25X1

DATE

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BRANCH ADMIN SUBJECT FILE

Consists of correspondence and memoranda used in carrying out the functions of the [redacted]. These files include monthly reports, T&A, overtime authorization, property records, etc.  
(1952-Current)

11.5  
25X1

Temporary. Destroy after two years except for policy or materials needed for current operation.

2. AUDIO OPERATIONS FILE

Consists of cables, dispatches and miscellaneous correspondence involving audio operations. These are filed by area, country and in some instances by project.  
(1950-Current)

24.5

Temporary. Disposal not authorized at this time. Screen files and segregate into active and inactive files. Transfer inactive files to Records Center except those of continuing interest to [redacted]

3. AUDIO EQUIPMENT TEST REPORTS

Consists of tests and evaluation reports of audio equipment. Filed alphabetically by type of equipment.

5.0

Temporary. Destroy when equipment is no longer stocked by TSD.

4. POTENTIAL R&D PROJECTS AND FIELD REPORTS

Consists of correspondence, field reports, memoranda, cables and dispatches concerning experimental phase of development for audio operations.

2.0

Temporary. Destroy upon cancellation or completion of developmental phase.

Record Copy - Do not destroy

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p>Consists of case files pertaining to equipment for Emergency Ready List for all stations of the world.</p> <p>a. Active Projects</p> <p>b. Completed Projects</p> <p>c. Correspondence and Logistical Supply Records</p> <p>d. <input type="text"/> Cards (5x8)</p>	<p>1.0</p> <p>2.0</p> <p>1.0</p> <p>.1</p>	<p>Temporary. Screen periodically. Maintain all files currently needed.</p>
6.	<p><b>WORK ORDER FILE</b></p> <p>Consists of copies of work orders initiated by field requests. Work order prepared by TSD <input type="text"/> and work performed by TSD <input type="text"/></p>	1.5	<p>Temporary. Transfer into project file all schematics and photos upon completion. Destroy completed work order request.</p>
7.	<p><b>TRAINING MATERIAL</b></p> <p>Consists of tapes, lesson plans, and other course materials used in the training of audio personnel.</p>	3.5	<p>Temporary. Destroy when no longer of use in training.</p>
8.	<p><b>OPERATING MANUALS AND PUBLICATIONS</b></p> <p>Consists of copies of instructional material pertaining to the operation, testing and maintenance of audio equipment used by the Agency. This file also includes inserts to these manuals.</p>	49.0	<p>Temporary. Destroy when audio equipment is no longer stocked by Agency.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<b>SUPPLY CATALOGS</b>  Consists of catalogs both general and specific to audio equipment.	4.0	Temporary. Screen periodically. Destroy only when it has been determined that it will no longer be needed operationally.
10.	<b>STOCK RECORD FILES</b>  a. Specification file on stock equipment.  b. Stock record and nomenclature cards.  c. Receiving reports and cargo files.  Current copies of form 88 and receiving reports indicating receipt of all material incoming and outgoing from Warehouse. (1959-Current)	2.0  .2  1.0	Temporary. Destroy when item is discontinued from [ ] stock record. 25X1  Temporary. Destroy when item is no longer used by [ ] 25X1  Temporary. Destroy after two years.
11.	<b>PERSONNEL FILES</b>  Consists of various types of personnel files:  25X1 a. Non-TSD [ ] personnel who have received briefings on audio equipment. These files are arranged by area and chronologically therein.  25X1 b. Consists of individual folder on each active [ ] employee.	.5  2.3	Temporary. Screen periodically. Destroy when TSD [ ] interest ceases. 25X1  Temporary. Transfer to TSD/Personnel upon transfer or separation.



21 March 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

STAT Asst. Chief [redacted]

STAT Chief, DD/H [redacted]  
STAT Attn: [redacted]

SUBJECT : TSD Records Control Schedule 7366-63

RESCINDS : TSD Records Control Schedule 7353-61

1. Attached hereto is Records Control Schedule 7366-63 for  
STAT TSD [redacted] This Schedule was  
rewritten in order to reflect TSD/ [redacted] organizational transfer  
STAT to TSD, [redacted] and to make certain other modifications.

2. It is requested that this Schedule be substituted for Records  
Control Schedule 7353-61 as soon as possible.

STAT [redacted]  
TSD [redacted]

Attachment:

RCS 7366-63

Distribution:

Orig & 1 - Addressee

STAT 1 - DD/H [redacted]

w/o attach.

STAT Notation re: Item 3a, Schedule 7366-63 dated 21 March 1963, a check  
with [redacted] RMO for TSD, for further description of the  
CI File disclosed the following:

"These are unnumbered forms 8" X 10½" used to record pertinent  
information extracted from dispatches coming in from the field. This  
information concerns personnel and equipment that have been exposed to  
foreign countries. The file is arranged by area, country and subjects.  
These are also cross referenced to the Station file."

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SCHEDULE NO. 7353-61

Rescinded by 7366-63

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

DATE

25X1 TSD

C/TSD

25X1

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

### BRANCH SUBJECT FILE

Consists of correspondence and memoranda used in carrying out the functions of the [redacted] Included in this file is correspondence to and from various TSD offices and Agency components, PTIs, rejection reports, training, and files of the TSD Suggestion Awards Program.

5.0

25X1

Temporary. Destroy after two years except for materials needed for current operation.

25X1

2.

### RESEARCH AND DEVELOPMENT FILE

Consists of completed studies involving Research and Development in the field of photography.

1.0

Temporary. Disposal not authorized.

3.

### MONTHLY REPORTS

Consists of reports received from TSD/Photo field personnel concerning photo activity as related to their particular operation.

1.0

Temporary. Destroy when two years old.

4.

### CABLES

Consists of copies of cables incoming and outgoing pertaining to the operations and/or personnel of [redacted]

1.0

Temporary. Destroy when two years old.

25X1

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RECORD COPY DO NOT DESTROY

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		
5.	<b>DISPATCHES</b>		
25X1	Consists of copies of dispatches, incoming and outgoing, pertaining to the operations and/or personnel of [REDACTED]	1.0	Temporary. Destroy when two years old with exception of dispatches involving legal propriety.
6.	<b>CHRONO FILE</b>		
25X1	Contains copy of all correspondence originating in the [REDACTED]	.5	Temporary. Destroy when two years old.
7.	<b>INVENTORY RECORDS</b>		
	a. Consists of inventory records of Photographic equipment throughout the world. Arranged by area.	1.0	Temporary. Retain these records as long as equipment is in possession of the Agency.
	b. Control Card File - Consists of photo inventory control cards arranged by item and reflecting location, both headquarters and field.	.1	Temporary. Retain these records as long as equipment is in possession of the Agency.
25X1	c. [REDACTED] Photographic Equipment - Consists of records of equipment charged	.5	Temporary. Retain these records as long as equipment is in possession of Agency.
25X1	d. Property Control File - Consists of receiving and shipping information involving photographic equipment.	2.0	Temporary. Destroy after two years.
8.	<b>TEST AND EVALUATION FILE</b>		
	Consists of files containing test and evaluation of various prototypes of photographic equipment including instructions of cameras, techniques, etc.	8.0	Temporary. Disposal not authorized.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<b>REQUISITION FILE</b> Consists of copies of all requisitions for photographic materials and equipment.	1.0	Temporary. Destroy two years after fulfillment of requisition.
10.	<b>PHOTOGRAPHIC PROJECTS</b> Consists of case files which document current work related to the activities of this branch, both overseas and domestic.	1.0	Temporary. Screen file upon cancellation or completion of project. Retain only performance if significant. Transfer this to T&E file. Destroy remaining portion of project two years after cancellation or completion.
11.	<b>JOB ORDERS</b> Consists of initial job order and other pertinent papers used in preparation of monthly report to Chief, <span style="border: 1px solid black; padding: 0 10px;"> </span> Each job order and related papers filed in individual envelopes. (1959-Current)	1.0	Temporary. Destroy after two years.
12.	<b>REFERENCE MATERIAL</b> a. Consists of operating instructions, manuals and schematics for photographic equipment peculiar to specific clandestine operations. b. Consists of brochures used in procurement of photo equipment, catalogs, magazines, library books, regulations, and information reports pertaining to photographic operations.	3.0 18.0	Temporary. Retain as long as the equipment is being used either at Headquarters or in the Field. Temporary. Destroy when revised, superseded or no longer needed. Library books should be returned to OCR Library when no longer needed.

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20 March 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

Asst. Chief, [REDACTED]

STAT

Chief, DD/E [REDACTED]

STAT

Attn: [REDACTED]

STAT

SUBJECT : TSD Records Control Schedule 7365-63

RESCINDS : TSD Records Control Schedule 7354-61

1. Attached hereto is Records Control Schedule 7365-63 for  
STAT TSD [REDACTED] It was necessary that the entire  
STAT TSD [REDACTED] schedule be rewritten in order to reflect the name change  
STAT from [REDACTED] under new component,  
STAT [REDACTED] as well as to make certain other modifications  
and establish definite disposition instructions for liaison operational  
files.

2. It is requested that this Schedule be substituted for Records  
Control Schedule 7354-61 as soon as possible.

STAT [REDACTED]

TSD, [REDACTED]

ST

Attachment:

RCS 7365-63

Distribution:

Orig & 1 - Addressee

STAT 1 - DD/P [REDACTED]

w/o attach.

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

DATE

25X1 TSD

25X1

25X1 C/TSD

16 MAY 1961

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. **BRANCH ADMIN FILE**

Consists of correspondence and memoranda pertinent to operations of the branch. This file includes such subjects as requisitions, equipment and supplies, vital materials, Agency regulations, etc.

2.5

Temporary. Destroy after two years except for policy and materials needed for current operation.

2. **DISPATCHES AND CABLES**

a. Consists of copies of dispatches and cables between Headquarters and Field stations throughout the world in regard to operations unique to this branch. Not included in this group are TSD's two largest field stations.

6.0

Temporary. Destroy after two years except for those dispatches and cables used for operational reference.

b. Consists of copies of dispatches and cables between Headquarters and TSD's two largest field stations.  
(1954-Current)

Temporary. Hold in office area for five years. Screen for possible destruction. Transfer remaining portion to Records Center.

3. **CHRONOS**

Consists of copies of correspondence and memoranda prepared by [redacted]  
(1959-Current)

.5

Temporary. Destroy after two years.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0</div> <div>SECRET</div>		
25X1		1.0	Temporary. Disposal not authorized. Screen file periodically. Transfer inactive portion to Records Center for retention.
5.		2.5	Temporary. Disposal not authorized.
6.	<p>a. Working Files</p> <p>Consists of files with regard to the various aspects of <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> such as -</p> <ul style="list-style-type: none"> <li>Instructions</li> <li>Policy and Guide Materials</li> <li>Record of Issuances</li> <li>Systems and Performance Evaluation</li> <li>General Techniques</li> <li>Lab Notes and Aids</li> <li>Test Forms</li> <li>R&amp;D Chemical Research Experiments</li> </ul>		
		2.0	Temporary. Destroy when revised.
		.5	Temporary. Disposal not authorized.
		1.0	Temporary. Disposal not authorized.
		3.0	Temporary. Disposal not authorized.
		.5	Temporary. Disposal not authorized.
		3.5	Temporary. Disposal not authorized.
		1.0	Temporary. Disposal not authorized.
		1.0	Temporary. Disposal not authorized.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		
	Systems Research Folders	2.0	Temporary. Disposal not authorized.
	CE Foreign Capabilities		
	1. Active and Completed (by country)	4.5	Temporary. Hold in office area five years. Then transfer to Records Center to be held five additional years. Destroy after ten years.
	2. Card File (8x10 1/2)	.1	Temporary. Disposal not authorized.
	b. Operational Files		
	<div></div>	3.0	Temporary. Destroy when operation is terminated.
	2. Consists of agent personnel, training and other biographic data filed individually by name or country for the following:		
	a. CIA Active, Inactive and Service Agents	5.0	Temporary. Retire to Records Center upon completion of project. Hold for two additional years; then destroy.
	b. Card File (5x8)	1.0	Temporary. Disposal not authorized.
	7. PERSONNEL FILES		
	Consists of case files on all employees of	2.5	Temporary. Forward to TSD/Personnel upon transfer or separation.
25X1	<div>These files duplicate the personnel folders maintained by TSD/Personnel.</div>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.  25X1	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0</p> <p><b>REFERENCE MATERIAL</b></p> <p>Consists of materials used for background and reference purposes in <input type="text"/> These include R&amp;D correspondence, brochures, blueprints.</p> <div data-bbox="266 1125 821 1188" style="border: 1px solid black; height: 30px; width: 342px;"></div>	62.0	<p>Temporary. Destroy when revised, superseded or no longer needed except library books which should be returned to OCR Library when no longer needed.</p>
		105.1	

25 January 1963

**MEMORANDUM FOR: CIA RECORDS ADMINISTRATION  
OFFICER**

**THROUGH** : TSD/Records Management Officer

STAT Chief, DD/P [redacted]

STAT Attn: [redacted]

**SUBJECT** : TSD Records Control Schedule 7332-63

**RESCINDS** : TSD Records Control Schedule 7361-61  
dtd 3 May 1961

STAT

Attached herewith is Records Control Schedule 7332-63 for TSD [redacted] This Schedule was re-written to make certain modifications and to reflect Collection and Dissemination's organizational transfer to TSD [redacted] With the recent reorganization of TSD, the functions of the office with Schedule number 7332-61 have been consolidated with Schedule number 7363-61. It is planned that this Schedule will be rewritten in the near future to reflect the current functions of that branch.

STAT

STAT [redacted]

TSD [redacted]

STAT

**Attachment:**  
RCS 7332-63

**Distribution:**

Orig & 1 - Addressee

STAT 1 - DD/P [redacted]

w/o attach.

3 MAY 1961

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

SUBJECT FILE

Consists of incoming and outgoing correspondence with TSD branches, other Agency components ( ) etc., and other Government agencies in regard to ( ) activities. Included in this file are debriefings, collection guides and manuals.

5.5

Temporary. Destroy after five years. Transfer to Records Center after two years.

2.

ACTIVE CASE FILES

Consists of active files containing special requests for specific items in authentication matters, such as visas, passports, stationery, etc.

(1959-Current)

2.0

Temporary. Screen file annually. Destroy when no longer needed for current operation.

3.

CHRONO FILE

Consists of copies of outgoing correspondence prepared in ( )

(1958-Current)

.5

Temporary. Destroy after two years.

4.

REFERENCE FILE

Consists of reference material received from other Agency components as well as other Government departments. Included are guides and aids to ( ) MIS Standard Instructions, Air Force aids, etc.

2.5

Temporary. Destroy when revised, superseded or no longer needed.

10.5

Rec'd Copy - Do not destroy



SECRET

25 September 1962

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

25X1 Chief, DD/P [redacted]

25X1 Attn: [redacted]

SUBJECT : Amendment to TSD Records Control Schedule  
7362-61

1. Attached herewith is an amendment to Records Control Schedule 7362-61. The only change has been made in Item 4, Subheading b.

2. Because of the new procedure initiated by the Records Center as of 1 July, it will be necessary to rewrite most of the TSD Records Control Schedule. However, due to the reorganization of TSD presently under way, it is desired that such action not be taken at this time.

3. Therefore, in order to forward to the Records Center several feet of material presently being held in TSD [redacted] for retirement, this amendment has been written covering that portion of the [redacted] Schedule most affected by the change in Records Center procedure. Eventually, 25X1 the entire TSD/[redacted] schedule will be rewritten.

25X1

25X

4. This amendment was the subject of a meeting recently of

25X1

5. It is requested that this amendment be substituted for Item 4 presently part of TSD Records Control Schedule 7362-61 dated 4 May 1961.

25X1

TSD/[redacted]

25X

Attachment:

Amendment to TSD  
RCS 7362-61

25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

19 April 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

STAT Asst. Chief, TSD [REDACTED]

STAT Chief, DD/P [REDACTED]

STAT Attn: [REDACTED]

SUBJECT : TSD Records Control Schedule 7362-63

RESCINDS : TSD Records Control Schedule 7362-61  
Amendment to 7362-61 dtd 25 Sept 62

1. Attached hereto is Records Control Schedule 7362-63 for  
STAT TSD [REDACTED] This schedule was completely  
rewritten in order to reflect the name change from [REDACTED] STAT  
STAT [REDACTED] under new component, [REDACTED] as well STAT  
as to make certain other modifications and establish definite  
disposition instructions for certain categories in compliance with  
Records Center retirement procedure.

2. It is requested that this Schedule be substituted for Records  
Control Schedule 7362-61 as soon as possible.

STAT [REDACTED]

TSD [REDACTED]

Attachment:  
RCS 7362-63

Distribution:

Orig & 1 - Addressee

STAT 1 - DD/P [REDACTED]  
w/o attach.

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

25X1 C/TSD

DATE

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. **BRANCH ADMIN FILE**

Consists of correspondence, cables and dispatches, progress reports (monthly, annual and special), collection requirements, procedures, policy, Agency regulations, security, personnel (staff and other), and training. These files also include chrono files and personal and official papers being held for persons presently on PCS.

(1952-Current)

54.5

Temporary. Screen annually. Destroy after two years except for policy materials, progress reports and materials needed for current operations and planning purposes which cannot be destroyed.

2.

2.0

Temporary. Disposal not authorized at this time. Transfer to Records Center when ten years old.

3. **INTELLIGENCE BRANCH STUDIES**

Consists of studies prepared by [ ] regarding [ ] matters. This also includes extra copies of studies and [ ]

48.0

Temporary. Disposal not authorized except for [ ] and extra copies which have been superseded.

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Record Copy

X1  
X1

25X1

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Next 1 Page(s) In Document Exempt

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<b>CURRENT WORKING FILE</b>  Consists of correspondence and information reports and other pertinent intelligence information necessary to current operations.	9.0	Temporary. When processed, put in appropriate file.
6.	<b>PROJECT FILES</b>  Consists of case files pertaining to specific documentation support cases including [ ] [ ] (1949-Current)	61.5	Temporary. Disposal not authorized. Transfer to Records Center when no longer of current interest.
7.	<b>TRAINING FILES</b>  Consists of materials and aids used in the conducting of briefings, training and authentication seminars given by [ ] personnel. These files include outlines, guides, studies, tapes, slides, [ ] etc.	30.5	Temporary. Destroy when revised, superseded or no longer needed.
8.	<b>WORK ORDER FILE</b>  Consists of copies of work orders levied upon TSD [ ] for purposes of [ ] (1952-Current)	6.5	Temporary. Destroy all completed orders after two years.
9.	<b>REFERENCE FILE</b>  Consists of materials used for background and reference purposes. Also are included are books obtained from the Agency library.	169.5	Temporary. Screen file periodically. Destroy when no longer considered necessary for current operation. Return library books to OCR Library when no longer needed.
		1500.6	

25 February 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD/Records Management Officer

25X1 Asst. Chief, TSD [REDACTED]

25X1 Chief, DD/P [REDACTED]

25X1 Attn: [REDACTED]

SUBJECT : TSD Records Control Schedule 7363-63

RESCINDS : TSD Records Control Schedule 7363-61 dtd 3 May 61  
TSD Records Control Schedule 7332-61 dtd 12 May 61

1. Attached hereto is Records Control Schedule 7363-63 for TSD [REDACTED]

25X1 [REDACTED] This schedule was completely rewritten in order  
to reflect the following:

[REDACTED]

25X1 b. Incorporate the functions of Schedule 7332-61, Special Devices,  
now part of [REDACTED] That portion of Special Devices, formerly located  
25X1 [REDACTED] has been eliminated.

c. Delete the Postal Files now transferred to another branch.

d. Make certain other modifications in Schedule 7363-61 and establish definite disposition instructions for reports on demonstrations of special devices.

2. It is requested that this Schedule be substituted for Records Control Schedule 7363-61 as soon as possible.

25X1 [REDACTED]

25 March 1963

TSD [REDACTED]

25X1 [REDACTED]

Attachment:  
RCS 7363-63

Distribution:

Orig & 1 - Addressee 25X1

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w/o attach.

Revision made in April 3/1/63

25X1 [REDACTED]

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25X   4.	<div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0</div> <div></div>		
		27.5	Temporary. Screen collection periodically. Destroy exemplars no longer of current value.
		5.5	Temporary. Screen periodically. Destroy materials not currently needed.
		7.5	Temporary. Disposal not authorized at this time.
			Temporary. Screen periodically. Destroy after two years except for materials still needed for current operation.
	<div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0</div>		



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		
5.	<b>INTELLIGENCE FILES</b>		
	a. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>		
25X1	Consists of item information forms describing items available in <span style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></span> and used in <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span> Also included in this file are intelligence reports, photographs and publications. Filed geographically - country within area.	22.3	Temporary. Screen periodically. Destroy materials no longer needed for current operation.
	<div style="border: 1px solid black; width: 350px; height: 70px; margin-top: 10px;"></div>	7.0	Temporary. Destroy when revised, superseded or no longer needed.
6.	<b>CONTRACT FILE</b>		
	Consists of case files for outside contractors - individuals and companies.	1.0	Temporary. When no longer of interest to
		25X1	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 1.2em; vertical-align: middle;"></span> forward company files to TSD/Security for screening against their file and personnel folders to TSD/Personnel for screening.
7.	<b>PROPERTY FILE</b>		
	a. Requisitions		
25X1	Consists of copies of requisitions for disguise materials as well as other items used in <span style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></span> operations. (1952-Current)	1.0	Temporary. Destroy six months after delivery has been received.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>b. Property Issue Slips</p> <p>Consists of copies of issue slips reflecting the issuance of [ ] materials.</p> <p>c. Inventory Record Card</p> <p>Consists of 5x8 cards used in stocking of [ ] materials.</p> <p>8. REFERENCE MATERIALS</p> <p>Consists of Army technical manuals, [ ] stock catalogs as well as commercial house catalogs used in procuring items [ ] Also included are films, maps and publications used for reference and background purposes.</p>	<p>1.3</p> <p>.8</p> <p>16.0</p> <p>106.6</p>	<p>Temporary. Destroy when property has been returned or operationally expended.</p> <p>Temporary. Destroy when material is no longer stocked.</p> <p>Temporary. Destroy when revised, superseded or no longer needed. Return library books to OCR Library when no longer needed.</p>

2 April 1963

MEMORANDUM FOR: CIA RECORDS ADMINISTRATION OFFICER

THROUGH : TSD Records Management Officer

25X1 Asst. Chief, [REDACTED]

25X1 Chief, DD/P [REDACTED]

25X1 [REDACTED]

SUBJECT : TSD Records Control Schedule 7364-63

RESCINDS : TSD Records Control Schedule 7364-61  
dtd 9 May 61

Attached hereto is Records Control Schedule 7364-63 for

25X1 TSD [REDACTED] This Schedule was

25X1 rewritten to reflect [REDACTED] organizational transfer to [REDACTED] 25X1

25X1 [REDACTED] as well as to make certain other modifications, including  
definite disposition instructions for project files.

[REDACTED] 25X1  
TSD/ [REDACTED] 25X1

Attachment:  
RCS 7364-63

Distribution:

Orig & 1 - Addressee

25X1 1 - DD/P [REDACTED]

w/o attach.

RECORDS CONFIDENTIAL SCHEDULE 1  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO. 1

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1 TSD

25X1

TITLE

C/TSD

25X1

DATE

ITEM NO.

FILES IDENTIFICATION  
 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. **BRANCH ADMIN FILE**

25X1

Consists of correspondence and memoranda both internal and external used in the administration of TSD. These files include such items as job descriptions, health benefits, leave, overtime, emergency plans, work reports, etc.

10.5

Temporary. Screen periodically. Destroy after two years except for policy materials and those materials needed for current operation.

2. **CABLES AND DISPATCHES**

Consists of copies of cables and dispatches to and from field stations.  
 (1954 - Current)

2.5

Temporary. Screen periodically. Destroy when no longer of current need.

3. **MONTHLY REPORTS**

Consists of copies of monthly activity reports received from field stations.  
 (1956 - Current)

3.5

Temporary. Destroy after five years.

4. **CHRONO FILE**

25X1

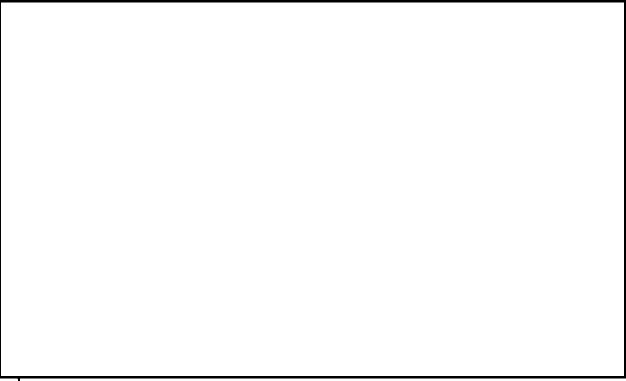
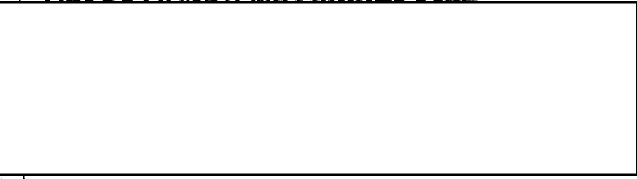
Consists of copies of all outgoing correspondence originating in TSD.  
 (1954 - Current)

2.0

Temporary. Destroy after two years.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	APPROVED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000400270001-5 FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<b>REQUISITION FILE</b>		
	Consists of copies of requisitions for supplies and equipment. (1956 - Current)	8.0	Temporary. Destroy after two years except for those needed for future reference in ordering.
6.	<b>REGULATION FILE</b>		
	Consists of copies of Agency and regulations. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span>	3.0	Temporary. Destroy when revised, superseded or no longer needed.
7.	<b>PROJECT FILE</b>		
25X1	Consists of correspondence and memoranda pertaining to <span style="border: 1px solid black; display: inline-block; width: 80px; height: 15px; vertical-align: middle;"></span> These case files include financial accountings, security, personnel, progress reports, blueprints, etc. (1952 - Current)	11.0	Temporary. Transfer to Records Center upon completion of project. Review after five years for possible destruction.
8.	<b>JOB ORDER FILE</b>		
	a. Completed Jobs		
25X1	Consists of completed job orders performed by <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span> in the field of graphic arts. (1949 - Current)	23.0	Temporary. Screen periodically. Destroy all job order files no longer of interest. Retain those felt to be of future value.
	b. Job Log		
25X1	Consists of a log recording all jobs that have been completed by <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span>	1.0	Temporary. Disposal not authorized.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<b>CONTRACT FILE</b>	3.2	Temporary. Destroy upon termination of contract, except for personnel files which will be forwarded to TSD/Personnel for screening.
25X1	Consists of contracts and supporting papers dealing with <input type="text"/> operations. These include contract personnel files as well as correspondence to and from contractors, government and other.		
10.		46.0	Temporary. Return to external contractor when no longer needed.
11.	<b>OPERATIONAL MATERIALS FILE</b>	11.0	Temporary. Disposal not authorized.
		24.0	Temporary. Destroy when no longer needed or upon receipt of more current materials.
12.	<b>CURRENT WORKING FILES</b>	20.5	Temporary. Screen upon completion of job. Destroy papers no longer needed; retain papers considered of possible future use in appropriate file.
25X1	Consists of various material being used on current jobs performed by the various sections of <input type="text"/>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		
13.	<b>PERSONNEL FILES</b>		
25X1	Consists of case files on [ ] personnel.	1.3	Temporary. Transfer to TSD/Personnel upon transfer or separation of employee.
14.	<b>REFERENCE FILES</b>		
	Consists of the following types of material used for background and reference purposes: completed jobs, formulas, techniques, studies, brochures, catalogs, blueprints, etc. Also are library books obtained from the Agency library.	129.0	Temporary. Destroy when revised, superseded or no longer needed. Library books should be returned to OCR Library when no longer needed.
	(Note: The files of the [ ] [ ] were omitted from this schedule at the request of the Chief of the Branch.)		
		299.5	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

S E C R E T

AB MEMO NO. 8805  
5 June 1967

MEMORANDUM FOR: Chief, Records Management Branch

SUBJECT : Request for Change in Records Control  
Schedule No. 7324-61

Approval is requested to amend Record Control Schedule  
No. 7324-61 in the following ways:

25X1 a. The current name for the unit covered by the  
schedule is TSD [redacted] rather than TSD [redacted] 25X1  
25X1 [redacted]

b. The present disposition instructions for Top  
Secret Control Cards, item 2a., do not provide for retire-  
ment to Records Center. The suggested change in the instruc-  
tions is: Temporary. At end of two years retire to Records  
Center where Control Card is to be held for ten years after  
pertinent document is downgraded or destroyed.

c. Because of the potential historical value of the  
Field Monthly Reports, item 4, it is desired that the Reports b  
be retained until they have been reviewed by the TSD/Historical  
Officer. The suggested change in the disposition instructions  
for item 4 is: Temporary. Cut off at end of two years and  
retire to Records Center for ten years. TSD/Historical Officer  
will reassess records and destroy appropriate ones.

25X1 [redacted]

TSD [redacted]

25X

Distribution:

Original & 2 - Addressee

25X1

1 - TSD [redacted]  
1 - File

APPROV [redacted]

CIA Records Administration Officer

25X1

12 June 1967  
Date

cc Rec Ch.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification



STAT

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SECRET

19 April 1965

MEMORANDUM FOR : Records Management Staff

SUBJECT : Changes in TSD Records Control  
Schedule

It is requested that the following changes be made  
in the TSD Records Control Schedule:

1. That in Item No. 11-B, under Schedule No. 7346-61,  
the designations, drawings, and charts be deleted. That  
an Item No. 11-C be added and under this item list drawings  
and charts. The Disposition Instructions for this item  
will be as follows:

Temporary. When no longer needed for current  
reference, transfer to Records Center and hold for  
three years. Material will be reviewed at the  
end of this period and, if necessary, will be re-  
submitted to Records Center.

2. That the following changes in TSD component  
designations be recorded in TSD's Record Control Schedule:

A.

B.

25X1 C.

D.

25X1

25X1

APPROV

TSD

Date

Chief Records Administration Officer

25X

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

SECRET

RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 73-61 for the Technical Services Division is approved and authority hereby given to implement the disposition instructions contained therein.

PREPARATION AND REVIEW:

25X1

[Redacted Signature]

Division Records Administration Officer

25X1

[Redacted Signature]

Records Management Analyst

Date

22 May 1961

APPROVAL:

25X1

[Redacted Signature]

Chief, Records Management Staff

Date

22 May 1961

SECRET

5 December 1961

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : DD/P/RMO

SUBJECT : Establishment of Records Control Schedule  
for TSD [ ] STAT

1. Attached herewith is the Records Control Schedule for the  
STAT [ ] TSD. Until its inception recently, this branch  
STAT was part of the [ ]  
STAT [ ] As their total record holdings came out of TSD [ ] the STAT  
establishment of this branch has not increased TSD's total record  
holdings.

2. It is requested that this Schedule be approved and authority  
hereby given to implement the disposition instructions contained  
therein.

STAT [ ]

TSD/ [ ]

APPROVED. [ ]

STAT [ ]

CIA Records Administration Officer

Date 8 Dec 1961

Attachment:

STAT TSD [ ] Records Control Schedule

SECRET

RECORDS INVENTORY  
TECHNICAL SERVICES DIVISION

MAY 1961

Office of Chief

67.6

18.3

25X1



3.5  
30.3  
37.7  
44.2  
11.8

127.5

5.0  
25.1  
93.8  
89.5

213.4

SECRET

SECRET

TSD Records Inventory (continued)

25X1



143.1  
90.0  
260.5  
111.0  
24.8  
540.0

1,169.4

12.5  
175.6  
46.6  
105.1

339.8

10.5  
1500.6  
106.6  
299.5

1,917.2

GRAND TOTAL

3,853.2

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

TSD/Office of Chief

25X

C/TSD

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	CHIEF, TSD ADMIN SUBJECT FILE  a. Consists of correspondence, memoranda and procedures used in the administration of TSD. This file not only includes files of Chief, TSD but files of the three Assistant Chiefs, TSD relating to the over-all administrative functions  25X1 (1955-Current)	9.8	Temporary. Screen file annually. Destroy materials no longer needed for current operation.
25X1	b. Consists of policy, historical matters and liaison with TSD components and external commercial firms used in conducting the TSD function. These files consist of TSD Program documents, schedules and correspondence pertaining to the execution, review, and analysis of TSD  25X1	2.5	Permanent. Disposal not authorized. Transfer to Records Center when those materials no longer currently needed in office area.
2.	BIOGRAPHIC INFORMATION CARD FILE  Consists of 3x5 cards for each active TSD employee. Each card contains photograph and pertinent biographic information such as date of birth, education, military service, Agency employment, hobbies, etc.	.1	Temporary. Upon transfer or separation forward to TSD/Support.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	SECURITY CLEARANCE CARD FILE  Consists of 3x5 card for non-Agency personnel of interest to TSD.	.1	Temporary. Destroy card when no longer of interest to TSD.
4.	TOP SECRET CONTROL CARD FILE  Contains 3x5 cards used to record all Top Secret materials in Office of Chief, TSD.	.1	Temporary. Destruction not authorized at this time.
5.	CHRONO FILE  Contains copies of correspondence and memoranda originated by Chief, TSD. (1957-Current)	.5	Temporary. Destroy after three years.
6.		1.5	Temporary. Disposal not authorized.
25X1 7.		2.0	Temporary. Disposal not authorized. Transfer to Records Center when five years old.
8.	REFERENCE MATERIAL  Consists of copies of Agency regulations, charts and manuals, miscellaneous materials used for reference and background purposes.  (Note: In addition to the above, there is seventeen feet of record material not inventoried. These records belong to Mr. [redacted])	34.0  17.0  67.6	Temporary. Screen periodically and destroy revised, superseded or no longer needed materials. Return library books to OCR Library when no longer needed.
25X1	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		



Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO. 7305 - 67

OFFICE, DIVISION, BRANCH

25X1 SIGNATURE

CONCURRENCE

25X1 TITLE

DATE

C/TSO

24 July 67

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

ADMINISTRATIVE SUBJECT FILES

Copies of memos, cables, reports, dispatches, and other documents reflecting the support activities of the staff and the administration of the personnel assigned to the Group. Included are subjects relating to budget, personnel, equipment, security, logistics, progress reports, training, and other support functions. Filed by subject. 1963 to date.

1.0

Temporary. Break files annually; hold two years, then destroy.

2

REGULATORY ISSUANCES

Copies of Agency regulations, notices, handbooks, and other internal or external issuances or announcements.

.3

Temporary. Destroy when superseded or no longer needed for reference.

3

CHRONO FILES

Extra copies of memos, cables, and dispatches maintained for convenience of reference. 1963 to date.

1.5

Temporary. Destroy after one year.

25X1

APPROVED

CIA Records Administration Officer

27 July 1967  
Date

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		
4	PROJECT REPORTS FILE		
25X1	<p>These are individual folders on electronics, photo mechanical, and covert action projects for which the [ ] renders support or performs research. Files are maintained for chief to oversee projects while active and for planning purposes. Files contain request for testing, test agenda, and test reports. 1963 to date.</p>	6.5	Permanent. Hold for two years after project completed then transfer to Laboratory to be screened and merged with the Lab project file.
5	TEST REPORTS		
	<p>Extra copies of test reports compiled by the technicians after testing equipment or devices. Maintained for reference and supplemental distribution.</p>	4.0	Temporary. Destroy when equipment has been disposed of or no longer needed for reference.
6	CONTRACT FILES		
	<p>Copies of work orders levied on contractors for services or material. Maintained for administrative purposes.</p>	1.5	Temporary. Hold for two fiscal years then destroy.
7	PROJECT AND CONTRACT INDICES		
	<p>a. Numbering control system for assigning numbers to projects and used as a cross reference to locate projects.</p>	.2	Permanent. Disposal not authorized.
	<p>b. Index to Contracts. A listing of work orders and amounts spent for each. Used to maintain an accounting of funds and for reporting purposes.</p>	.2	Temporary. Hold two years after close of fiscal years involved then destroy.
8	PERSONNEL FILES		
	<p>Individual (soft) files on employees contain copies of personnel action, travel documents, correspondence, and memos pertaining to assignments, training, and travel of employees.</p>	.6	Temporary. Screen file when employee leaves the branch, forward to gaining office upon transfer, or to the Office of Personnel if employee resigns.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	<p><b>WORKING FILES</b></p> <p>Copies of memos, cables, reports, announcements, and other papers of interest to the chief or maintained until specific actions have been completed. Also working files of staff employees which are retained for convenience of reference.</p>	2.0	Temporary. Destroy extra copies when no longer needed; incorporate support files in the Administrative Files when actions completed.
10	<p><b>TECHNICAL REFERENCE FILES</b></p> <p>These are technical and scientific reference books, brochures, and catalogues relating to topics or items of interest to the staff.</p>	21.0	Temporary. Return books on loan to the Library when no longer of interest; destroy others when obsolete.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

REMOVED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO. 7305-67

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

DATE

25X1

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
11	EVALUATION REPORTS		
25X1	These are copies of [ ] reports prepared by technicians after testing equipment or items for performance or capabilities. Used as reference. 1965 to date.	6.6	Temporary. Destroy remaining copies when related stock item depleted.
12	OPERATING MANUALS		
	Copies of technical manuals used by technicians in testing equipment or issued with the equipment. Files alphabetically by type or item.		
	a. Master copy	6.	Temporary. Destroy when equipment no longer
	b. Copies for equipment on premises	7.	used or when manuals become obsolete.
	c. Copies for issuance to user with equipment	70.	
13	TECHNICAL DATA SHEETS		
	Prepared on all items tested before issuing. One copy is sent to the user. Filed alphabetically by item.	4.0	Temporary. Destroy after <del>one</del> <sup>25X1</sup> <sup>two</sup> years
14	TECHNICAL REFERENCE MATERIAL		
	Catalogs, technical reports and specifications, manuals, brochures, and various technical and scientific reference books on electronic equipment and devices and other items of interest.	23.	Temporary. Destroy when superseded or obsolete.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

RECORDS ON FILE RELEASE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO. 7305-67

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
15	ADMINISTRATIVE SUPPORT FILES  Reference copies of memos, cables, and correspondence necessary for overall administrative and support activities. Files are maintained for convenience of reference and relate largely to implementation of office policy and procedures. Included are chronos, notices, requisitions, purchase orders, status reports, travel and personnel documents. 1963 to date.	2.5	Temporary. Break files annually; hold for two years then destroy.
16	PROJECT CASE FILES  Files reflect the testing, modifications on technical equipment, and devices referred to the group for evaluation. The folders contain test agenda, technical data, test evaluation reports, manufacturers' data, photographs, drawings, specifications, operating manuals, and any pertinent information relating to the project or specific equipment. Filed by project number. 1963 to date.	17.0	Permanent. Disposal not authorized. Transfer to Vault area when project completed. Retain for five years then transfer to the Records Center.
17	COMMERCIAL FILES  Brochures, price lists, technical data, and specifications for technical equipment, devices, and items of special interest. These include electronic, environmental, photo mechanical, and various commercial items. Maintained for reference purposes. Filed by EEM System and by manufacturer.	6.5	Temporary. Destroy when superseded, or no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
18	ENGINEERS WORKING FILES  Include notes, drawings, manuals, specifications, catalogues, notebooks containing technical and scientific data generated during testing, observations, or experiments. Pertinent data and final test evaluations are filed in the project case files.	24.	Temporary. Destroy when files have served all research purposes.
19	TECHNICAL REFERENCE FILES  Extra copies of test reports, evaluations, memos, operating manuals, and field manuals on equipment and items to be maintained by the staff in the laboratory or to be distributed with equipment at time of issuance or for extra distribution. Filed by numerical sequence or item name.  a. operating manuals for laboratory equipment b. Instruction and field manuals c. Copies of reports, evaluations, and memos  d. Floor plans, drawings, and blue prints	3.0 3.0 2.0 10.	Temporary. Destroy when equipment is replaced or becomes obsolete. Temporary. Destroy when equipment no longer being used. Temporary. Reduce stock to minimal level after three years; destroy when five years old, providing one copy has been incorporated in the related project file. Temporary. Destroy when superseded or no longer needed for reference purposes.
20	PROJECT CONTROL FILE  A 3 x 5 card file on all projects assigned to the laboratory. Used for quick reference, control, and for preparing status reports.	.1	Temporary. Destroy when no longer needed.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
21	<p>WORKING FILES</p> <p>Copies of memos, cables, reports, and technical data of specific interest to chief and deputy chief of the laboratory. Maintained for convenience of reference.</p>	4.0	<p>Temporary. Screen and destroy periodically that material no longer of current interest.</p>
22	<p>LIBRARY REFERENCE</p> <p>Collections of technical reference books, magazines, and periodicals.</p>	56.	<p>Temporary. Return library books to Agency library when no longer needed by the laboratory; destroy others when of no further interest.</p>

260.8 temp  
23.7 per.  
284.5 w ft.

RECEIVED CONFIDENTIAL 05/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

TSD/Security Officer

DATE 12 MAY 1961

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>ADMIN FILE</p> <p>This file consists of correspondence, memoranda, reports and related materials pertaining to the security activities relating to each component of TSD. These files include special projects, security violations, inspection reports, etc.</p>	6.0	Temporary. Screen file annually. Destroy material no longer needed for current operation.
2.	<p>COMPANY FILES</p> <p>This file consists of case files for all companies and Government installations that have contracts with TSD for purposes of Research and Development. These files include security clearances, inspection reports, building plans, etc. and are usually duplicated in Logistics Office. Filed by name of company alphabetically.</p>	7.8	Temporary. Hold for six months after termination of contract. Forward file to Logistics/Security Staff for screening against company file.
3.	<p>CARD FILE</p> <p>Consists of 5x8 card file for the following:</p> <ul style="list-style-type: none"> <li>a. Contract cleared personnel</li> <li>b. Pending contract personnel</li> <li>c. Government personnel</li> </ul>	2.0	Temporary. Destroy when clearance is terminated or when TSD interest in individual ceases.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<b>CHRONO FILES</b>  Contains copies of correspondence and memoranda prepared by [redacted] TSD. (1958-Current)	1.5	Temporary. Destroy after two years.
5.	<b>BACKGROUND AND REFERENCE FILE</b>  Consists of materials for reference and background information such as Agency regulations, etc.	1.0	Temporary. Screen annually. Destroy revised, superseded or no longer needed material.
		18.3	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

RECORDS CENTER SCHEDULE 1005/11/21 CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

25X1

CONFIDENTIAL

25X1 TSD

Office of Chief

25X1 C/TSD

DATE

1 MAY 1961

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. CHIEF, [REDACTED] ADMIN FILE

Consists of correspondence and memoranda maintained by Chief, TSD, [REDACTED] and used for administration in support of TSD.

This file includes such subjects as Records Management, Vital Materials, Dependents' Briefings, Over-all TSD Library function, TSD, [REDACTED] Announcements, Duty Rosters, Emergency Plan, Authorizations, Agency Regulations, etc.

3.5

Temporary. Screen files annually for currency. Destroy files not needed for current work. Transfer TSD [REDACTED] Announcements to Records Center for historical purposes.

25X

3.5

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

TSD/Career Management Officer

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p><b>PERSONNEL ADMIN SUBJECT FILE</b></p> <p>Consists of correspondence and memoranda maintained for personnel administration of TSD. Contains files pertaining to current job descriptions, Tables of Organization, personnel statistics, and similar subjects. For the most part, these files are duplicated in the Office of Personnel.</p> <p>(1952-Current)</p>	2.5	Temporary. Screen file annually. Destroy materials not needed for current operation except Tables of Organization and other materials of a historical nature which shall be retired to the Records Center.
2.	<p><b>INDIVIDUAL PERSONNEL FILES</b></p> <p>Consists of individual case files maintained on all TSD employees. With exception of cables and dispatches these personnel files are duplicated in the Office of Personnel. These files are categorized as follows:</p> <p>a. Staff Employee Files</p> <p>Contains copies of all personnel actions, memos, evaluations, training, and other personnel documents pertaining to individual employee. Filed alphabetically.</p>	19.0	Temporary. Hold one year after separation of employee. Screen operational material from file prior to forwarding to Office of Personnel.

SECRET

ITEM NO.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0	DISPOSITION INSTRUCTIONS
	<p>b. Contract Personnel Files</p> <p>Consists of case files containing copies of contract, amendments, and other supporting papers. Filed alphabetically.</p> <p>c. Consultant Files</p> <p>Contains papers which document the affiliation of individual with TSD as consultant. These files include copies of correspondence, related form records, contract agreements, security clearances and consultant's status. These are duplicated to a great degree in Contract Personnel Division.</p> <p>d. Applicant Files</p> <p>Consist of case files on all applicants for TSD employment. These files consist of PHS, comments of interview, and other papers necessary in processing an applicant. Arranged alphabetically.</p>	<p>3.0 Temporary. Awaiting outcome of survey presently being conducted.</p> <p>.5 Temporary. Hold one year after separation. Forward to Contract Personnel Division.</p> <p>Temporary. Disposition as follows: Transfer pertinent data to personnel folder upon appointment. If not appointed, transfer file to Office of Personnel.</p>
3.	<p>POST REPORTS</p> <p>Consists of files containing pertinent information received from overseas stations used for reference and background data in briefing individuals scheduled for PCS assignment. Arranged by country in area.</p>	<p>1.5 Temporary. Destroy upon receipt of more current report.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
4.	WORKING FILE  Consists of pending personnel matters such as promotion requests, rotation of personnel, Career Board actions, etc.	2.0	Temporary. Destroy when action is completed,
5.	CHRONO FILE  Consists of copies of all types of incoming and outgoing correspondence concerning TSD personnel, personnel matters, organization, etc.	1.8	
	a. Memoranda (1957-Current)		Temporary. Screen annually. Incorporate necessary files in appropriate subject file,
	b. Cables (Oct. 1960-Current)		Temporary. Screen every six months. Retain only cables pertinent to individuals. File in personnel folder,
	c. Dispatches (1957-Current)		Temporary. Screen annually. Incorporate necessary files in appropriate subject file,
		30.3	
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

25X1

TITLE

G/TSD

DATE

17 MAY 1961

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

ADMIN FILE

Consists of memoranda, cables, dispatches, and correspondence used in administering logistical support to TSD. These files include space, procurement, Cold War estimates, etc. (1955-Current)

9.5

Temporary. Destroy after two years except those materials needed for current operation.

2.

STATION FILES

Contains case files listing the issuances of material, property and equipment to Field stations.

2.0

Temporary. Destroy upon receipt of inventory and reconciliation of station material.

3.

CARGO FOLDERS (SUSPENSE)

Consist of case files arranged by cargo voucher number, reflecting the status of requisition.

6.5

Temporary. Destroy after two years. Place in completed cargo voucher file after cargo has arrived.

4.

REQUISITION FILE FOR PRODUCTION CONTRACTS (ACTIVE)

Consists of stock procurement requisition files for TSD cognizant equipment. Filed by voucher cargo number. (1957-Current)

3.5

Temporary. Destroy after four years.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p>REQUISITION AND LOG FILE</p> <p>a. Requisition File (Pending and Complete)</p> <p>Contains copies of requisitions for various types of equipment and supplies to be used by TSD components. Filed chronologically by requisition number. (1957-Current)</p> <p>b. Log File</p> <p>Consists of copies of form used to reflect action on requisitions. Filed by TSD component and chronologically thereunder. (1955-Current)</p>	<p>9.0</p> <p>1.5</p>	<p>Temporary. Destroy two years after initiation of requisition.</p> <p>Temporary. Retire after three years.</p>
6.	<p>SUPPLY ACTION REQUEST CARD FILE</p> <p>Consists of 5x8 cards used to record nomenclature and stock level of all TSD cognizant material. These cards are used in purchasing, replenishing and shipping TSD items.</p>	.7	Temporary. Destroy only upon revision of card.
7.	<p>PROPERTY TURN IN FILE</p> <p>Consists of copies of Property Turn In covering materials initially charged to TSD elements and which are returned to stock or transferred between TSD components.</p>	.5	Temporary. Destroy one year after property is returned to stock.
8.	<p>STOCK STATUS REPORTS</p> <p>Consists of tabulated listings prepared by Logistics reflecting the amount and location of supplies and equipment.</p>	2.0	Temporary. Destroy upon receipt of more current listing.



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0</p> <p>REFERENCE MATERIALS</p> <p>Contains catalogs, brochures, regulations and general background information used in support of TSD logistical operations.</p>	9.0	<p>Temporary. Screen periodically. Destroy revised, superseded or no longer needed materials.</p>

RECORDS CONTROL SCHEDULE 5  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.  
 7322-61 25X1

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ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<div>ADMIN FILE</div> <p>Consists of correspondence, memoranda and dispatches pertaining to financial matters such as monthly reports, payroll, overtime reports, income tax, historical data, etc.            (1955-Current)</p>	3.0	Temporary. Dispose after two years except for historical and policy data which should be transferred to Records Center.
2.	<div>BUDGET FILE</div> <p>Consists of copies of operating budgets, preliminary estimates, narrative and statistical statement of requirements and related work papers used in preparation of TSD budgets. Filed by fiscal year.</p>	7.0	Temporary. Destroy after five years. Retain in office area three years then transfer to Records Center.
3.	<div>ALLOTMENT AUTHORIZATION FILE</div> <p>Consists of advice of allotment authorizations, allotment requests and liquidated and unliquidated obligations and reports from TSD offices (Headquarters and Field). This file includes ledgers and 5x8 card files.</p>	4.2	Temporary. Destroy after four years. Retire to Records Center upon liquidation if file is three years old.
4.	<div>REQUISITION FILE</div> <p>Consists of copies of requisitions for equipment and supplies, both liquidated and unliquidated. Chronologically.            (1960-Current)</p>	1.5	Temporary. Destroy upon completion of current fiscal year.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p>TRAVEL FOLDERS</p> <p>Consists of case files on all active employees of TSD who have performed official travel. Filed alphabetically by name.</p>	14.5	Temporary. Screen file annually. Destroy material over three years old.
6.	<p>WORKING FILE</p> <p>Consist of tabulated machine runs provided by Comptroller's Office for use by this office in current status of allotments.</p>	1.5	Temporary. Retain for one year then destroy.
7.	<p>SHIPPING DOCUMENTS</p> <p>Consists of shipping documents from Headquarters to Field. Filed by account number.</p>	1.0	Temporary. Destroy one year after Audit.
8.	<p>R&amp;D PROJECT FILE</p> <p>Consists of case files for companies that have R&amp;D contracts with TSD. These files contain requests, letter orders, financial data, extensions, amendments, etc.</p>	4.0	Temporary. Disposal not authorized. Transfer to Records Center after three years.
9.	<p>REFERENCE MATERIALS</p> <p>Consists of materials used as background and reference material in support of the budget, financial and travel activities of TSD.</p>	1.0	Temporary. Destroy when revised, superseded, or no longer needed.
		37.7	

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RECORDED CONTROL SCHEDULE 5  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

7334-61

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

25X1 C/TSD

1 MAY 1961

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1 1.

ADMIN FILE

1.5

Temporary. Screen periodically for currency. Destroy revised, superseded or no longer needed materials.

25X1

Consists of correspondence and memoranda used in the function of [redacted]. These files include Agency regulations, TSD/Support announcements, and procedural data used in operation of the office.

## 2. CARD CONTROL FILE

These are 3x5 cards described as follows:

- Top Secret Control Cards - Used to control Top Secret materials in TSD.
- Pseudo Cards - Used as cross reference to the Identity card. These are arranged by pseudo and reflect a number for cross reference to true name.
- Crypto Cards - Contains cards used to identify places, projects, etc.
- Dispatch Control Cards - Used to control dispatches, both incoming and outgoing. Filed chronologically by source.

.3

Temporary. *Transfer to Rec. Cr. & end*  
*Disposal not authorized at this time. 2 yrs; destroy 10 yrs after document is downgraded or destroyed*

.1

Temporary. Screen file annually, eliminating resignees and transferees.

.1

Temporary. Screen file annually, eliminating cryptos no longer being utilized.

1.6

Temporary. Destroy when two years old.

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0	.1	Temporary. Destroy after one year.
		.5	Temporary. Destroy one year from date of receipt.
		.1	Temporary. Destroy after three months.
		.1	Temporary. Destroy after three months.
3.	CABLE FILE  Copies of cables pertinent to TSD operations and/or personnel. Cables duplicated in Cable Secretariat.  a. Rybat  b. Routine  c. Cable Log	4.5	Temporary. Destroy after one year.  Temporary. Destroy after one year.  Temporary. Destroy after two years.
4.	MONTHLY REPORTS FROM FIELD STATIONS  Contains reports of TSD activity from overseas stations. Filed by station.	3.0	Temporary. <del>Destroy after three years.</del> Cut off at end of two years and retire to Records Center for ten years. (TSD historical office to reassess and/or destroy)  <i>See memo 5 June 67 R.D.</i>
		11.8	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		

RECORDS CONTROL SCHEDULE  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

7325-67

RD

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1 TSD

SIGNATURE

TITLE

DATE

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1

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CIA Records Administration Officer

4 Aug 1967  
Date

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

RECEIVED CONTROL ROOM 05/11/21 : CIA-RDP78-00487A000400270001-0

SECRET

SCHEDULE NO.

7325-67

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

TITLE

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TSD

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	SECTION ADMINISTRATIVE FILES  Copies of memos, dispatches, and correspondence used in general administration of daily activities of Section personnel. These include chronos, T&A's, reports, equipment inventories, equipment panel information, external and internal instructions, and others.	3.0	Temporary. Screen files annually and destroy material not needed for current operations.
2	CONTRACT VOUCHER FILES  Copies of contracts, vouchers, or Form 88 for the various types of TSD technical equipment and materials. Filed numerically by fiscal year.	1.8	Temporary. Destroy after two fiscal years providing all items have been delivered and history card has been posted.
3	Q R CAPABILITY FILE  Includes work orders, copies of contracts, price quotations, fund citations, and related material. Used as a quick and ready reference in accounting for expenditures.	.8	Temporary. Destroy after two years.
4	MATERIAL HISTORY FILE  These are 3 x 5 and 5 x 8 card files used for recording nomenclature, stock level, material history, prototypes, descriptions of items, vendors, and other pertinent data helpful in the purchase and shipment of TSD items and for general information.	1.0	Temporary. Destroy when no longer needed for current operations.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	CONTROL AND LOG RECORDS  These are various records for maintaining control of documents, requisitions, equipment, serial numbers and codes, D&E actions, and others. Maintained in ring binders or books.	.3	Temporary. Destroy after one year.
6	COMMITTEE REFERENCE FILE  Copies of agenda, meetings, suggestions, and evaluations maintained by TSD representative to DDP Suggestion Awards Committee. Retained for reference purposes. 1965 to date.	.4	Temporary. Destroy annually that material not needed for current reference.
7	OPERATING MANUALS  Master copies of manuals for operation and maintenance of equipment. These are updated about every six months.	.4	Temporary. Destroy as superseded.

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RECORDS CONTROL SCHEDULE 5  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO. 7325 67  
CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

8

DEPOT ADMIN FILE

Chrono copies of memoranda, reports, instructions, notices, requisitions, equipment panel reports, and other papers accumulated in the daily file. Filed by subject.

.8

Temporary. Screen files annually and destroy material not needed for current operations.

9

VOUCHER FILE

Copies of receiving reports, requisitions, purchase orders, packing slips, shipping documents, and other papers relating to procurement of TSD equipment and material for stock. Filed by voucher number. 1963 to date.

4.0

Temporary. Destroy two years after close of fiscal year. Cut off each fiscal year, hold for two additional years, then destroy.

10

VOUCHER REGISTER

Register of vouchers received. Serves as cross reference and tickler. 1966 to date.

.1

Temporary. Destroy after two fiscal years.

11

STOCK RECORDS

a. A monthly stock status machine listing used to reconcile, check, and verify stock records.

.6

Temporary. Destroy after receipt of current listing, providing no errors or adjustments to be made.

b. Equipment Card file for in-use items. Contains records of users, condition of equipment and stock level. Filed by stock number.

.5

Temporary. Destroy after completion of card or when item is removed from stock.

c. A 3 x 5 cross reference to equipment card file.

.1

Temporary. Destroy when related card is destroyed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
12	REFERENCE MATERIAL		
	a. Supply catalogs, vendor brochures, catalogs for technical equipment, and other technical reference books.	14.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.
	b. Technical manuals for equipment in stock to be shipped to users when equipment is issued.	4.0	Temporary. Destroy when item is depleted or removed from stock.
13	PROPERTY ACCOUNTABILITY		
	Records of equipment and material loaned for tests or demonstrations or sent to local vendors for evaluations.	.1	Temporary. Destroy when material is returned to stock.

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REAPPS CONFIDENTIAL SCHEDULE NO. 7330-61  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

OFFICE, DIVISION, BRANCH

25X1

25X1TSD

Office of Chief

TITLE  
C/TSD

DATE

25X1

3 MAY 1961

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<b>POLICY FILES</b>		
25X1	Consists of DD/P policy and general TSD and [ ] such as missions and functions of TSD units abroad, survey reports as well as NSC papers, NSCIDs, and DCIDs.	1.0	Temporary. Screen annually. Destroy when revised, superseded or no longer needed.
2.	<b>WORKING FILES</b>		
25X1	Consists of copies of lesson plans, briefings, planning papers and other papers pertinent to [ ]	2.0	Temporary. Screen file annually. Destroy papers no longer needed for current work.
3.	<b>REFERENCE FILES</b>		
25X1	Consists of background and reference materials for use in administering of [ ]	2.0	Temporary. Destroy when revised, superseded or no longer needed.
		5.0	

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

25X1

TITLE  
C/TSD

DATE

3 MAY 1961

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1 1.

PLANS ADMIN FILE

Consists of correspondence and memoranda maintained for use in administering PTS/Plans. This includes correspondence to and from area division, TSD emergency plan, library requests, etc.

1.2

Temporary. Destroy after two years except for materials used in current work.

2. HOT WAR PLANS

Consists of basic war plans, stockpiling, contingency force, Operation Alert, peculiar items, etc. Arranged by theater.  
(1955-Current)

4.0

Temporary. Destroy obsolete war plans upon receipt of revised portions. Screen periodically to destroy materials no longer needed.

3. GOLD WAR PLANS

Consists of operational program, Cold War working papers and war planning historical file. A copy of each of the annual Cold War plans. Arranged by category and functions.

1.0

Temporary. Disposal not authorized at this time.

4. CHRONO FILES

Consists of a copy of all outgoing correspondence originated in [redacted]  
(1954-Current)

.8

Temporary. Hold in office two years. Then transfer to Records Center. Destroy three years later.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		
5.	TOP SECRET CONTROL CARD FILE		
25X1	Consists of 3x5 cards used to control Top Secret documents maintained in <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	.1	Disposal not authorized at this time.
6.	REFERENCE MATERIAL		
	Consists of OCI Country Handbooks, operational aids and reports used in surveys as well as surveys and reports, briefing aids, instructional techniques, Agency regulations, background information, etc. Also included are books obtained from the Agency library.	18.0	Temporary. Destroy when revised, obsolete or no longer needed for current operation. Return library books to OCR Library when no longer needed.
		25.1	

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

TITLE

C/TSD/PTS/CD

DATE

25 JAN 1963

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X11.

☐ SUBJECT FILE

Consists of incoming and outgoing correspondence with TSD branches, other Agency components ☐ etc.), and other Government agencies in regard to ☐ activities. Included in this file are debriefings, collection guides and manuals.

6.0

Temporary. Destroy after two years except for policy or materials needed for current operation.

25X1

25X1

2.

CASE FILES

Consists of files containing special requests for specific items such as visas, passports, stationery, etc.

2.0

Temporary. Screen periodically. Destroy one year after case has become inactive.

3.

CHRONO FILE

Consists of copies of outgoing correspondence prepared in ☐ (1960-Current)

0.5

Temporary. Destroy after two years.

25X1

APPROV

☐

CIA Records Administration Officer

Date

8.5

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RECORDS CONTROL REVIEW 2005/11/21 : CIA-RDP78-00487A000400270001-0

SECRET

SCHEDULE NO.

7333461

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

TITLE

C/ TSD

DATE

25X1

15 MAY 1961

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X11.

ADMIN FILE

9.0

Temporary. Destroy after two years except for policy papers and materials needed for current operation.

2.

CHRONO FILE

.5

Temporary. Destroy after two years.

25X1

Consists of copies of outgoing correspondence and memoranda dealing with over-all functions of TSD (1955-Current)

3.

LESSON PLANS

6.0

Temporary. Destroy when revised or superseded.

4.

COURSE MATERIALS

39.5

Consists of materials used in the conducting of TSD courses, i. e., training aids, handouts, tapes, and operating manuals used by pupils. This file also includes critiques.

Temporary. Destroy when course is revised or superseded.

SECRET

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FILES IDENTIFICATION

VOLUME

DISPOSITION INSTRUCTIONS

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p>TRAINING RECORDS</p> <p>Consists of training records described as follows:</p> <div data-bbox="305 1115 891 1409" style="border: 1px solid black; height: 140px; width: 361px; margin: 10px 0;"></div> <p>c. TSD Personnel</p> <p>Contains records of TSD personnel currently receiving training.</p>	<p>2.3</p> <p>1.0</p> <p>.5</p>	<p>Temporary. Disposal not authorized.</p> <p>Temporary. Disposal not authorized.</p> <p>Temporary. Upon completion of training, transfer to TSD/Personnel for recording.</p>
6.	<p>STOCK RECORD FILES</p> <p>Consist of stock records described as follows:</p> <p>a. Stock Catalogs - Used in procurement of material for purposes of training.</p> <p>b. Inventory Record Cards - Used to control equipment charged to TSD <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span></p>	<p>1.5</p> <p>.7</p>	<p>Temporary. Destroy upon receipt of more current catalog.</p> <p>Temporary. Destroy when equipment is returned to stock.</p>
7.	<p>MORGUE FILE</p> <p>Consists of drawings of TSD equipment held for possible future reference.</p>	<p>3.0</p>	<p>Temporary. Disposal not authorized at this time.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<p data-bbox="261 968 506 1016">REFERENCE FILE</p> <p data-bbox="261 1047 850 1157">Consists of Agency regulations and other materials used for reference purposes. This file also includes background materials dealing with lesson plans and training courses.</p>	<p data-bbox="902 968 959 989">25.5</p> <p data-bbox="902 1969 959 1990">89.5</p>	<p data-bbox="1011 968 1187 989">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0</p> <p data-bbox="1011 1047 1555 1104">Temporary. Destroy when revised, superseded or no longer needed.</p> <p data-bbox="448 2022 1187 2043">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0</p>



RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

C/TSD

25X1 21 Jan 1963

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X11.

ADMIN FILE

2.0

Temporary. Destroy after two years except for policy or materials needed for current operation.

2.

CHRONO FILE

25X1

Consists of copies of outgoing correspondence originating in the

0.5

Temporary. Destroy after eighteen months.

3.

PROJECT FILES

25X1

a. Consists of correspondence, working papers, specifications, status reports and completed reports on

53.5

Temporary. Disposal not authorized at this time. Transfer to Records Center one year after completion of project and hold for ten years. At the end of this period, projects will be reviewed for destruction. If it is felt that they should not be destroyed, projects will be resubmitted to Records Center.

b. Extra copies of project reports.

Temporary. When no longer of current interest, forward to Records Center and hold for three years and destroy.

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<b>CONTRACT FILES</b>  Consists of administrative materials dealing with projects presently being conducted for <input type="text"/> by private contractors.	2.0	Temporary. Hold in office area for three years after completion of contract and destroy.
5.	<b>PERSONNEL FOLDERS</b>  Consists of case files containing personnel and travel matters on staff employees and consultants.	1.5	Temporary. Screen periodically. Destroy non-current materials. Transfer to TSD/Personnel upon transfer or separation.
6.	<b>INSTRUCTIONAL AIDS</b>  Consists of instruction sheets and operating manuals on devices.	2.0	Temporary. Screen periodically and destroy when no longer of use.
7.	<b>REFERENCE MATERIAL</b>  Consists of background material such as OSS development, brochures, catalogs, technical manuals and other materials used for reference purposes. Also included are books obtained through the Agency library.	39.5	Temporary. Screen periodically. Destroy when revised, superseded or no longer needed. Library books should be returned to OCR Library when no longer needed.
		101.0	

RECEIVED CONTROL ROOM 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

TITLE

C/TSD

25X1

5/17/61

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

BRANCH ADMIN FILE

Consists of correspondence and memoranda pertaining to the administration of the [redacted]

Included in this file are such subjects as security, office procedure, requisitions, duty rosters, T&As, and chrono files.

2.0

Temporary. Destroy after two years except for files needed for current operation.

2.

CURRENT WORKING FILES

Consists of correspondence, memoranda and interrogation studies all used in the current operation of [redacted] These files include briefings, debriefings, consultant reports, etc.

17.0

Temporary. Screen periodically. Destroy materials no longer needed. Transfer to appropriate file materials that must be retained. Consultant reports should be held indefinitely.

3.

RESEARCH STUDIES

Consists of completed studies prepared by [redacted]

4.0

Temporary. Disposal not authorized. When no longer needed for current reference transfer to Records Center.

4.

PROJECT FILE

Consists of varied correspondence, memoranda and financial accountings, etc. concerned with the MKULTRA Project.  
(1952-Current)

10.0

Temporary. Disposal not authorized at this time. (A review of this file will be made at time of next audit - July 1961)

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RECORDS CONTROL SCHEDULE 5 SECRET 7343-63  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

C/TSD

25X1

ITEM NO.

FILES IDENTIFICATION  
 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BRANCH ADMIN FILE

25X1 Consists of materials used in administering such as inter-office correspondence, minutes of consultant board meetings, library requests, requisitions, chronos, cables and dispatches.

6.0

Temporary. Destroy after two years except for policy materials or those needed for current operation.

2. SECURITY CLEARANCE FILE

Consists of card file listing requested clearances, actual clearances, and denied clearances. Filed by company.

0.6

Temporary. Disposal not authorized at this time.

3. ☐ SUBJECT FILE

25X1 Consists of technical subject files on various matters of interest to

2.0

Temporary. Screen periodically. Destroy materials no longer needed.

4.

25X1

10.0

Temporary. Disposal not authorized. Retain in office area.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	PROJECT FILES		
25X1	Consists of correspondence, working papers, status reports and completed reports on [ ] projects as well as administrative materials dealing with projects presently being conducted for [ ] by private contractors.	49.0	Temporary. Remove administrative-type material one year after completion of project and retire remainder to Records Center and hold for ten years. At the end of this time, projects will be reviewed for destruction. If it is felt that they should not be destroyed, projects will be resubmitted to Records Center. Administrative-type material will be held in office area for three years after completion of project and destroyed.
6.	PERSONNEL FILES		
	Consists of case files containing personnel and travel matters on staff employees and consultants.	2.0	Temporary. Forward to TSD/Personnel upon transfer or separation of employee.
7.	REFERENCE MATERIAL		
	Consists of copies of technical studies, reports received from external sources as well as books obtained through the Agency library.	215.0	Temporary. Screen periodically. Destroy material revised, superseded or no longer needed except for library books which should be returned to the OCR Library when no longer needed.
25X1	<div>APR [ ]</div> <div>CIA Records Administration Officer</div>	284.6	

2 May 1963  
Date

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

734463

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

TITLE

C/TSD

DATE

25X1 18 April 1963

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BRANCH ADMIN FILE

25X1

Consists of materials used in administering TSD [ ] described as follows:

- a. Inter-office correspondence and memoranda, cables, dispatches, requisitions, training, intra-Agency liaison, chronos, etc.

8.3

Temporary. Destroy after three years except for policy materials or those needed for current operation.

25X1

- b. [ ]

3.0

Temporary. Disposal not authorized. Transfer to Records Center when no longer of current interest and hold for ten years. At the end of this period, material will be returned for review and resubmission if necessary.

25X1

- c. Mail log books used to control receipt and dispatch of mail in [ ]

0.5

Temporary. Disposal not authorized.

2. PROJECT FILES

25X1

Consists of correspondence, working papers, status reports and completed reports on [ ] projects.

83.0

Temporary. Disposal not authorized. Transfer to Records Center one year after completion of project and hold for ten years. At the end of this period, projects will be reviewed for destruction. If it is felt that they should not be destroyed, projects will be resubmitted to Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
3.	CONTRACT FILES		
25X1	<p>a. Consists of administrative materials dealing with projects presently being conducted for <input type="text"/> by private contractors.</p> <p>b. Consists of 5x8 cards containing pertinent information regarding contracts.</p>	8.0	Temporary. Hold in office area for three years after completion of contract and destroy.
4.	"SI" MATERIALS		
	Contains Special Intelligence material.		
5.	<input type="text"/>		
6.	TOP SECRET CONTROL FILE		
25X1	Consists of 3x5 cards used to control TSD materials in <input type="text"/>	1.0	Temporary. When no longer of interest to <input type="text"/> return to SC Registry.
7.	PERSONNEL FILES		
	Consists of case files containing travel matters on staff employees.	2.0	Temporary. When no longer of interest to <input type="text"/> return to <input type="text"/> Registry.
8.	REFERENCE MATERIAL		
25X1	Consists of technical publications as well as brochures, catalogs and Library books used for backg <input type="text"/>	0.1	Temporary. Disposal not authorized.
	APPROV <input type="text"/>	0.8	Temporary. Transfer to TSD/Personnel upon transfer or separation.
	CIA Records Administration Officer	90.0	Temporary. Destroy when revised, superseded or no longer needed except library books which should be returned to OCR Library when no longer needed.
	Date <i>2 May 1963</i>	197.0	
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			

RECORDS CONTROL SCHEDULE 5  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

7342-63

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1

TSD

TITLE

C/TSD

25X1

DATE

7 FEB 1963

ITEM NO.

FILES IDENTIFICATION  
 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

BRANCH ADMIN FILE

Consists of materials used in administering  
 such as briefings, travel,  
 personnel, requisitions, chronos, training,  
 dispatches, security clearances, etc.

2.0

Temporary. Destroy after two years except for policy materials or those materials needed for current operation.

2.

PROJECT FILES

Consists of correspondence, working papers,  
 specifications, status reports and final reports  
 on projects.

6.0

Temporary. Disposal not authorized at this time. Transfer to Records Center one year after completion of project unless required for reference in office area and hold for ten years. At the end of this period, projects will be reviewed for destruction. If it is felt that they should not be destroyed, projects will be resubmitted to Records Center.

3.

CONTRACT FILES

Consists of administrative materials dealing with projects presently being conducted for by private contractors.

Temporary. Hold in office area for three years after completion of contract and destroy.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
4.	INSTRUCTIONAL AIDS		
25X1	Consists of instruction sheets pertaining to items.	1.5	Temporary. Screen periodically and destroy when no longer of use.
5.	BACKGROUND AND REFERENCE		
	Consists of background and reference such as brochures, catalogs, technical manuals and other material. Also included are books obtained through the Agency library.	71.5	Temporary. Screen periodically. Destroy when revised, superseded or no longer needed. Library books should be returned to OCR Library when no longer needed.
25X1		81.0	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 150px; height: 50px; margin-right: 10px;"></div> <div> <p>APPROV</p> <p>CIA Records Administration Officer</p> </div> </div>		<p>19 Feb 1963</p> <p>Date</p>	

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION,

25X1

C/TSD

25X1

15 MAY 1961

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BRANCH ADMIN FILE

Consists of copies of correspondence, memoranda, cables and dispatches used in the administration of this branch.

a. General Administrative File

These files include clearances, requisitions, old debit files, status reports, personnel folders, travel, cables, dispatches, chronos, etc.  
(1951-Current)

26.3

Temporary. Destroy after two years except for those files needed for current operation.

b. Policy & Liaison

These files include policy and liaison files with regard to location and facilities of [ ]

1.0

Temporary. Disposal not authorized at this time.

25X1

2. REGULATION FILE

Consists of copies of Agency and [ ] regulations.

2.0

Temporary. Destroy when revised or superseded.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<b>CHECK FILE</b>  Consists of check stubs and cancelled checks reflecting expenditures for purchase of equipment and supplies not obtained through normal procurement channels.	1.0	Temporary. Destroy cancelled checks six years after completion of audit. Destroy check stubs upon receipt of cancelled check.
4.		9.0	Temporary. Disposal not authorized.
5.		2.5	Temporary. Disposal not authorized.
6.	<b>CURRENT WORKING PAPERS</b>  Consists of various materials used in fulfilling requests levied upon <input type="text"/>	24.2	Temporary. Screen periodically. File needed material in appropriate folder; destroy other materials.
7.	<b>COMPLETED WORK ORDER FILES</b>  Consists of copies of work orders including all costing information, purchase request, evaluation, test results, and related matter. (1957-Current)	18.5	Temporary. Screen file periodically. Destroy work order files for which there is no further need. Retain those of continuing value and needed for future reference.
8.	<b>PURCHASE ORDER FILE</b>  Consists of copies of purchase orders used for quick reference in obtaining costing factor. (1952-Current)	3.0	Temporary. Destroy after two years except for specific purchase orders as determined by Chief, <input type="text"/> 25X1





ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25X1 12.	<div data-bbox="245 995 337 1026" style="border: 1px solid black; display: inline-block; width: 57px; height: 15px;"></div> FILES  Consists of materials related to a branch which is no longer in existence.	33.5	Screen files. Transfer papers of historical value to Records Center. Destroy other materials.
		540.0	

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015

200

## Equipment

Equipment

RECORDS CONTROL SCHEDULE NO. 2005/11/21 : CIA-RDP78-00487A000400270001-0

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1 TSD

25X1

25X1 C/TSD

DATE 4 APR 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH ADMIN FILE  Consists of materials used in administering Production Branch. This file includes chronos, PTI, requisitions, etc.	0.5	Temporary. Destroy after two years except those materials needed for current operation.
2.	PROJECT FILE  Consists of correspondence, current working papers, status reports and final reports on projects.	3.8	Temporary. Disposal not authorized. Transfer to Records Center one year after project is completed and hold five years. At the end of this time, material will be returned for review and resubmitted if necessary.
3.	SPECIFICATIONS FILE  Consists of specifications of items being procured. Filed alphabetically by item.	1.0	Temporary. Disposal not authorized. Retire to Records Center six months after procurement of item and hold for ten years. At the end of this time material will be reviewed for destruction and resubmitted to Records Center if necessary.
4.	DRAWINGS FILE  Consists of drawings of items being procured.	4.0	Temporary. Disposal not authorized. Retire to Records Center six months after procurement of item and hold for ten years. At the end of this time material will be reviewed for destruction and resubmitted to Records Center if necessary.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
5.	MANUSCRIPTS  Consists of manuscripts for instruction manuals. Filed alphabetically by item.	0.2	Temporary. Disposal not authorized. Retire to Records Center six months after procurement of item and hold for ten years. At the end of this time manuscripts will be reviewed for destruction and resubmitted to Records Center if necessary.
6.	REFERENCE MATERIAL  Consists of periodicals, brochures, and library books used for background and reference purposes.	4.8	Temporary. Destroy when revised, superseded or no longer needed except for library books which should be returned to OCR Library when no longer needed.
25X1	<div style="border: 1px solid black; width: 200px; height: 50px; margin: 10px 0;"></div> APR 1963 CIA Records Administration Officer	14.1	
<div style="text-align: center;"> <p>2 May 1963</p> <p>Date</p> <p>SECRET</p> </div>			
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			

Oper. Aids

Approved For Release 2005/11/21 : CIA-RDP78-00481R000400270001-0

Approved For Release 2005/11/21 : CIA-RDP78-00481R000400270001-0

25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

Next 1 Page(s) In Document Exempt

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<p>DOCUMENT AND POSTAL FILES (cont'd)</p> <p>d. Document Data Cards</p> <p>Consists of 5x8 cards used as an index to the document file and also used to record pertinent document data for research purposes.</p> <div>25X1</div>	43.8	Temporary. Destroy when no longer needed for documentation purposes.
		18.8	Temporary. Destroy when no longer needed for documentation purposes.
		46.1	Temporary. Screen periodically. Destroy exemplars no longer of current value.
5.	<p>CURRENT WORKING FILES</p> <p>Consists of correspondence and general material used in current operation.</p>	6.0	Temporary. Screen periodically. Destroy materials no longer needed. Transfer other materials to appropriate file.
6.	<p>CASE FILES</p> <p>Consists of files pertaining to specific Headquarters and Field documentation and <div>cases.</div></p>	56.3	Temporary. Disposal not authorized. Transfer to Records Center when no longer of current interest and hold for ten years. At the end of this time, cases will be reviewed for destruction and resubmitted if necessary.

FILES IDENTIFICATION

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SECRET

ITEM NO.	DESCRIPTION	VOLUME	DISPOSITION INSTRUCTIONS
7.	TRAINING FILES	10.5	Temporary. Destroy when revised, superseded or no longer needed.
25X1	Consists of materials and aids used in the conducting of briefings, training and seminars given by [ ] personnel. These files include guides, tapes, slides, studies and original or reproduced documents.		
8.	STATION FILES	17.3	Temporary. Destroy after two years except those materials of continuing interest.
	Consists of dispatches and cables between Headquarters and Field stations. Filed by area and station.	ILLEGIB	
9.	PHOTOGRAMMETRY FILES	1.0	Temporary. Disposal not authorized. When material becomes inactive retire to Records Center and hold for ten years. At the end of this time, material will be reviewed for destruction and resubmitted if necessary.
	Consists of various types of material dealing with [ ] Included in this file are contracts, personnel information and general correspondence.		
10.	REGULATION FILE	1.5	Temporary. Destroy as revised, superseded or no longer needed.
	Consists of Agency regulations and notices, including CS issuances.		
11.	REFERENCE MATERIAL	131.0	Temporary. Screen periodically. Destroy when no longer needed except library books which should be returned to OCR Library.
25X1	Consists of airline guides, city directories, maps and various publications used for background and reference in documentation. Also include [ ] from the OCR Library		
	APPROVED [ ] CIA Records Administration Officer	2 May 1963 Date	
		1334.5	

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RECORDS CONTROL SCHEDULE 5 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		SCHEDULE NO. <u>7363-67</u> <span style="float: right;">R 2</span>	
OFFICE, DIVISION, BRANCH		CONCURRENCE	
25X1	TSD [REDACTED]	SIGNATURE	
		TITLE DATE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
25X1	supersedes [REDACTED] 7363-63 except items 6 and 7 which were transferred to [REDACTED] 25X1 [REDACTED]		25X1
		25X1	[REDACTED] APPROVED CIA Records Administration Officer
			12 Apr 67 Date

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

RECEIVED FROM RECORDS 2005/11/21 : CIA-RDP78-00487A000400270001-0

SECRET

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1

TSD

TITLE  
25X1/TSD

DATE

11 APRIL 1967

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

BRANCH ADMIN FILE

a. These are inter-office memoranda, personnel data, monthly reports, training reports, cables and dispatches, chronos, logs and other files used in the administration of [REDACTED]

5.0

Temporary. Destroy after eighteen months except for policy and other materials needed for current operation.

25X1

b. Individual personnel folders on staff and contract employees. Contain memos, copies of travel vouchers, TDY's, and various personnel papers accumulating during the tenure of employment. Used for administrative purposes.

1.0

Temporary. Destroy six months after employee resigns or transfers from the branch.

2.

OPERATIONAL PROJECT FILE

Consists of reports concerning technical

4.0

Permanent. Transfer to Record Center every two years.

25X1

3.

TEST PROJECT FILE

Consists of materials, photographs, test procedures and final reports relating to the field testing and development of special devices and field improvised techniques. Also the instruction sheets, photographs and technical data relating to the special devices.

6.0

Permanent. Transfer to Records Center three years after test projects become inactive.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.  25X1	<p>LESSON PLANS</p> <p>Consists of current lesson plans used for conducting familiarization and proficiency train-</p>	1.0	<p>Temporary. Destroy after development and finalization of revised lesson plans. (OTR is Office of Record for lesson plans)</p>
5.  25X1	<p>SPECIAL DEVICES FILE</p> <p>Consists of instruction sheets, photographs and technical data relating to all special devices under [ ] cognizance. Used for instructional purposes.</p>	2.0	<p>Temporary. Destroy when revised, superseded or no longer needed.</p>
6.   25X1	<p>TRAINING AND TECHNICAL MANUALS</p> <p>Consists of technical manuals relating to special devices and techniques that are issued to Hqs. and Field elements for technical guidance and reference purposes.</p>	15.0	<p>Temporary. Hold in Records Center until recalled for distribution to operational users. Envision recall of one box annually.</p>
7.  25X1	<p>REFERENCE MATERIAL</p> <p>Consists of background and reference material such as foreign technical manuals and recognition guides, catalogs, incident reports and other</p>	40.0	<p>Temporary. Destroy when revised, superseded or no longer needed. Retire others of possible future value to Records Center for two years; return and review periodically to determine need for destruction or resubmission to Records Center.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

25X1

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.		6.0	Temporary. Screen annually. Destroy material no longer needed. Hold remainder in office area indefinitely.
5.		23.5	Temporary. Screen annually. Destroy material no longer needed. Hold remainder in office area indefinitely.
	b. Agent Files		
	(1) Consists of personnel, training and other biographic data filed individually for active, inactive and service agents.	8.0	Temporary. Disposal not authorized.
	(2) Consists of agent case files containing operational correspondence and information on foreign agents.	9.8	Temporary. Destroy after two years except for files needed for current operation.
6.	PERSONNEL FILES		
	Consists of case files on all employees of [redacted] These files contain personnel and travel matters on staff employees, both Headquarters and Field.	1.5	Temporary. Forward to TSD/Personnel upon transfer or separation.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	REFERENCE	57.0	Temporary. Destroy when revised, superseded or no longer needed except library books which should be returned to OCR Library when no longer needed.
25X1	APPROV.	116.6	

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SECRET

Consists of brochures, handbooks as well as catalogs and library books used for background and reference.

[Signature Box]  
CIA Records Administration Officer

21 May 1963

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SECRET

7 June 1968

MEMORANDUM FOR: Chief, Records Administration

SUBJECT : Request for Change in Records Control Schedule

Approval is requested to amend Records Control Schedule number 7364-63, item 8, to include the following sub-file:

"b. Consists of printing plates and other graphic arts materials which have historical value."

The disposition instruction for file category 8 b. will read:

Permanent. When materials are no longer operationally useful, transfer to Records Center. Retain for 60 years, then return to TSD [ ] for review.

25X1

TSD/ [ ]

25X

Distribution:

25X1 Original & 1 - Addressee  
1 - TSD [ ]

25X1

APPRO

CIA Records Administration Officer

19 June 1968  
Date

SECRET

RECORDS CONTROL SCHEDULE 5  
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

7361463

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1

TSD

TITLE

C/TSD

DATE

25X1

2 April 63

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH ADMIN FILE		
25X1	Consists of correspondence and memoranda used in administering TSD [redacted] These files include production reports, chronos, clearances, requisitions, etc.	5.3	Temporary. Screen annually. Destroy after two years except those materials needed for current operation.
2.	STATION FILES		
	Consists of cables and dispatches to and from Field Stations.	2.5	Temporary. Screen annually. Destroy when no longer of current need.
3.	MONTHLY REPORTS		
	Consists of copies of monthly activity reports received from field stations.	3.5	Temporary. Destroy after five years.
4.	PROJECT FILES		
25X1	Consists of correspondence and memoranda pertaining to [redacted] These case files include financial accountings, security, personnel, progress reports, etc.	9.0	Temporary. When project becomes inactive, transfer to Records Center and hold for five years. At the end of this time, material will be returned for review and resubmission if necessary.
5.	CONTRACT FILES		
	Consists of contracts and supporting papers, including contract personnel files as well as correspondence to and from contractors, government and other	4.5	Temporary. Hold one year after termination of contract and destroy. Personnel files should be forwarded to TSD/Personnel.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
6.	JOB ORDER FILE		
	a. Completed Jobs		
25X1	Consists of completed jobs performed by [ ] in the field of graphic arts.	34.5	Temporary. Screen every six months. Destroy all job order files no longer of interest. Retain those felt to be of future value.
	b. Job Log		
25X1	Consists of a log recording all jobs that have been completed by [ ]	1.0	Temporary. Disposal not authorized.
7.	CASE FILES		
	Consists of individual case files dealing with questioned document analysis.	14.0	Temporary. Disposal not authorized.
8.	OPERATIONAL MATERIALS FILE		
	a. Consists of samples of type, paper and other samples pertaining to graphic arts.	14.0	Temporary. Destroy when no longer needed or upon receipt of more current materials.
9.	b. Printing plates & graphic arts material having historical value. (See Memo 7 June 1968)		Permanent. Transfer to Records Center when no longer needed for current operations.
	REGULATION FILE		
	Consists of copies of Agency and CS regulations.	1.0	Temporary. Destroy when revised, or superseded.
10.	PERSONNEL FILES		
25X1	Consists of case files on [ ] personnel.	1.5	Temporary. Transfer to TSD/Personnel upon transfer or separation of employee.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11.	<p align="center"><b>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0</b></p> <p><b>REFERENCE MATERIAL</b></p> <p>Consists of background and reference such as completed jobs, publications, brochures, catalogs and library books.</p> <p>(Note: The Files of the [redacted] were omitted from this schedule at the request of the Chief of the Branch.)</p>	126.0	<p>Temporary. Destroy when revised, superseded or no longer needed. Library books should be returned to OCR Library when no longer needed.</p>
25X1	<p>APPRO [redacted] CIA Records Administration Officer</p>	216.8	
	<p align="center"><i>2 May 1963</i> Date</p>		

# RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

7361-67

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

TSD

25X1

SIGNATURE

TITLE

DATE

25X1

C/TSD

8 June 1967

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>BRANCH ADMINISTRATION FILES</p> <p>Copies of memos, cables and dispatches pertaining to audio support matters and other papers used in personnel administration of branch activities. The files include reports, T&amp;A's, briefings, personnel, security, notices, announcements and others. Filed by subject. 1966 to date.</p>	1.0	<p>Temporary. Screen files annually. Destroy when one year old except those needed for current activities.</p>
2	<p>AUDIO OPERATIONS FILES</p> <p>These are cables, dispatches, information reports, and other papers accumulated by desk officers in support of audio operations. Files relate to specific projects, techniques, or areas of general interest. Filed by area, country, project or topic.</p> <p>a. Project Files</p> <p>b. General Reference Files</p>	22.	<p>Permanent. Retain inactive file for 2 years then transfer to the Records Center.</p> <p>Temporary. Screen files periodically; destroy material of no further interest. Transfer remainder to Records Center when two years old; retain in Center for three years then return to office for review and destruction.</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
3	OPERATIONAL EXPOSURES AND CAPABILITIES FILES  These are copies of operational reports, cables, dispatches, training reports, working papers, and other reference materials relating to personnel, material, equipment, and techniques exposed to foreign governments. Also includes	6.0	Temporary. Destroy when no longer needed for reference purposes.
25X1			
	Information from these files has been or will be included on machine runs. Files retained for research and reference purposes.		
4	AUDIO ADP LISTINGS  	.8	Temporary. Destroy when new listings are received.
25X1			
5	PERSONNEL FILES  Individual files for Headquarters and field personnel containing personnel and travel data.	1.5	Temporary. Screen files periodically. Transfer to TSD/Personnel upon transfer or separation.
6	TRS EQUIPMENT FILE  Test and evaluation reports, contracts, project outlines, training manuals, memos, chronos, and book dispatches. Filed by subject category.	3.0	Temporary. Destroy after one year except that material needed for current operations.
7	QRC File  Copies of requests for material/services maintained for control or inspection during fulfillment stage. Filed by QRC number. 1965 to date.	2.0	Temporary. Destroy after two years. Place in inactive file when requirement filled; retain for two years then destroy.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
8	<p>TRS REFERENCE FILES</p> <p>Copies of brochures, manuals, bulletins, and test reports relating to audio equipment and materials. Used by technicians and lab. personnel. Filed numerically or by type of equipment</p>	29.0	Temporary. Destroy when obsolete or when equipment no longer of interest to the branch.
9	<p>CHRONO FILES</p> <p>Extra copies of cables, dispatches, memos, and other documents maintained for ready reference Filed chronologically. 1966 to date.</p>	2.0	Temporary. Destroy after one year.
10	<p>CONTROL FILES</p> <p>Various media for logging and for maintaining control and accountability within the branch.</p> <p>a. Mail Control Logs.</p> <p>b. Numbers Control Registers</p> <p>c. Action or Tickler Card File</p> <p>d. Name Card files</p>	<p>.6</p> <p>.1</p> <p>.1</p> <p>.2</p>	<p>Temporary. Destroy after one year.</p> <p>Temporary. Destroy when page completed and no further reference.</p> <p>Temporary. Destroy 6 months after related case is completed.</p> <p>Temporary. Destroy when superseded or no longer needed.</p>
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			

# RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

7361-67

RD

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

TSE

SIGNATURE

TITLE

DATE

ITEM  
NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1

APPROVED

CIA Records Administration Officer

16 June 1967  
Date

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

2 December 1968

MEMORANDUM FOR: Chief, Records Administration

SUBJECT : Request to Amend Records Control  
Schedule No. 7366-63

1. The [redacted] for which Schedule  
No. 7366-63 was written, has been changed to the [redacted]

25X1

2. Approval is requested to amend Records Control  
Schedule No. 7366-63, item 6, to include the following sub-  
file:

"b. Case files reflecting a complete history of each  
project from initiation through research, development,  
design and testing, to completion. They include a copy of  
each contract or agreement for research services with related  
modifications, changes or addendums; technical characteristics,  
test and trial results; drawings, specifications and photo-  
graphs considered essential to document design, modification  
and engineering development; technical and progress reports;  
notice of completion or cancellation; reference to the  
location of prototype models, films or other items too bulky  
for inclusion in these files; and correspondence influencing  
the course of action taken on a project."

The disposition instruction for file category 6b will read:

Permanent. Disposal not authorized. Transfer to  
inactive file upon completion or termination of project.  
After three years in inactive file transfer to Records Center.

*conforms  
with  
(65-19)*

25X1

Distribution:

Original & 1 - Addressee

1 - TSD

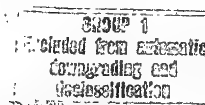
25X1

1 - TSD

APPROVE

CIA Records Administration Officer

*6 Dec 68*  
Date



STAT

MEMORANDUM OF

Approval recommended.  
The disposition of these  
case files conforms with  
General Records Schedule  
no. 19

fgb

6 Dec 1968  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)



RECORDS CONTROL SCHEDULE 6  
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

7366-63

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1TSD

TITLE

C/TSD

25X1

DATE

2

1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<b>BRANCH ADMIN FILE</b>  Consists of correspondence and memoranda used in carrying out the functions of TSD, [ ] Included in this file are monthly reports, chronos, cables, dispatches and requisitions.	7.0 25X1	Temporary. Destroy after two years except certain materials needed for current operation.
2.	<b>TECHNICAL DATA FILE</b>  Consists of correspondence as well as studies relating to the [ ] components of TSD. Also included in this file are studies from the military services.	0.5	Temporary. Screen periodically. Destroy material no longer needed.
3.	<b>OPERATIONS FILE</b>  a. CI File <sup>-X</sup> (See Covering Memo)  Consists of personnel, equipment and techniques exposed as well as contact reports.  b. Operations Statistics File  Consists of statistical, installation and training reports.	1.0	Temporary. Disposal not authorized.  Temporary. Disposal not authorized.
4.	<b>INVENTORY RECORD</b>  Consists of inventory records of photo equipment presently charged to the branch.	1.0	Temporary. Screen periodically. Destroy when no longer needed.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	TEST AND ASSESSMENT FILE  Consists of tests and assessments of various emulsions, photo chemicals, techniques, and document copying equipment.	4.0	Temporary. Screen periodically. Destroy when no longer needed.
6.	PROJECT FILES  a. Consists of extracts and summaries of operational projects - past, current and projected. Filed by area and station and cross referenced to project name. <i>b. See memo of 2 Dec 1968</i>	0.5	Temporary. Screen periodically. Hold in office area indefinitely.
7.	JOB ORDERS  Consists of Operations Support Lab initial job order and other pertinent papers used in preparation of monthly report to Chief, <span style="border: 1px solid black; padding: 0 20px;"> </span>	1.0 25X1	Temporary. Destroy one year after completion of job.
8.	PERSONNEL FILES  Consists of case files containing personnel and travel matters on staff employees.	1.3	Temporary. Transfer to TSD/Personnel upon transfer or separation.
9.	REFERENCE MATERIAL  a. Consists of operating instructions and manuals for photographic equipment.  b. Consists of commercial firm brochures used in procuring photo equipment as well as catalogs, magazines, and library books.	3.0 17.0	Temporary. Retain as long as equipment is being used either at Headquarters or in Field. Temporary. Destroy when revised, superseded or no longer needed. Library books should be returned to OCR Library when no longer needed.
25X1	<div style="border: 1px solid black; width: 200px; height: 50px; margin: 10px 0;"></div> APPROVED	36.3	
	CIA Records Administration Officer Date <u>9 April 1968</u>		

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

DATE

TITLE

DC/TSD

4 Nov. 1964

ITEM NO.

FILES IDENTIFICATION  
 (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
 (CUBIC FT.)

DISPOSITION INSTRUCTIONS

25X1 1.

SUBJECT FILE

5.0

Temporary. Disposal not authorized. When no longer needed for current reference transfer to Records Center and hold for five years. Material will be returned for review at the end of this period and, if necessary, will be resubmitted to Records Center.

25X1

Consists of subject files on various matters of interest to the

25X1

2. CHRONO FILE

0.3

Temporary. Destroy after two years except for certain papers which are considered necessary for current work.

Consists of copies of outgoing correspondence originating in the branch.

3. ASSESSMENT FILES

10.0

Temporary. Disposal not authorized. When no longer needed for current reference transfer to Records Center and hold for five years. Material will be returned for review at the end of this period and, if necessary, will be resubmitted to Records Center.

4. RESEARCH DATA FILES

5.5

Consists of minutes of meetings, reports, brochures and studies. This material is from both internal and external sources.

Temporary. Disposal not authorized. When no longer needed for current reference transfer to Records Center and hold for five years. Material will be returned for review at the end of this period and, if necessary, will be resubmitted to Records Center.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
5.	<p>PROJECT FILES</p> <p>Consists of general administrative correspondence, financial reports, personnel and other material dealing with [ ] projects.</p>	0.5	Temporary. Disposal not authorized. When no longer needed for current reference transfer to Records Center and hold for five years. Material will be returned for review at the end of this period and, if necessary, will be resubmitted to Records Center.
6.	<p>TRAINING AND TEST MATERIAL</p> <p>[ ]</p>	16.8	Temporary. Destroy when revised, superseded or no longer needed.
7.	<p>REFERENCE MATERIAL</p> <p>Consists of magazines and other background and reference materials regarding behavioral science.</p> <p>25X1</p> <p>[ ]</p>	20.0	Temporary. Destroy when revised, superseded or no longer needed except for library books which should be returned to OCR Library.
<p>APPRO [ ]</p> <p>CIA Records Administration Officer</p>		<p>6 Nov 1964</p> <p>Date</p>	
		58.1	
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

25X1

SCHEDULE NO.

25X1

CONCURRENCE

25X1

OFFICE, DIVISION, BRANCH

TITLE

C/TSD

25X1

21 Feb 63

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1.

### BRANCH ADMIN FILE

Consists of inter-office memoranda, personnel, monthly reports, training, cables and dispatches, chronos and other files used in the administration of [redacted]

7.5

Temporary. Destroy after eighteen months except policy and materials needed for current operation.

25X1

2.

### LESSON PLANS

Consists of current lesson plans used in conducting training courses involved in the familiarization and handling of special devices.

1.0

Temporary. Destroy upon receipt of revised lesson plan.

3.

### TEST & REPORT FILE

#### a. Tests

Consists of materials and photographs relating to the field testing of special devices and techniques.

1.5

Temporary. Disposal not authorized.

#### b. Reports

Consists of reports on demonstrations conducted domestically and overseas.

Temporary. Disposal not authorized. Screen file periodically and retire reports no longer of current interest to Records Center and hold for five years. At the end of this time reports will be returned for review. If it is felt that they should not be destroyed, reports will be resubmitted to Records Center.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4.	<b>SPECIAL DEVICES FILE</b>  Consists of instruction sheets and photographs of various special devices. Filed alphabetically.	1.5	Temporary. Disposal not authorized.
5.	<b>INSTRUCTIONAL AIDS</b>  Consists of operating manuals on special devices used as handouts in conducting training.	2.0	Temporary. Destroy when superseded or revised.
6.	<b>INTELLIGENCE FILES</b>  a. Personal Authentication  Consists of item information forms describing items available in <input type="text"/> and used in personal authentication. Also included in this file are intelligence reports, photographs and publications. Filed geographically - country within area.	28.5	Temporary. Screen periodically. Destroy materials no longer needed for current operation.
25X1		5.0	Temporary. Screen periodically, destroying those materials no longer needed.
7.		8.0	Temporary. Disposal not authorized at this time.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		
	<b>CONTRACT FILE</b>  Consists of case files on outside contractors - individuals and companies.	1.0	Temporary. When no longer of interest to TSD/[ ] forward company files to TSD/ 25 Security for screening and personnel folders to TSD/Personnel.
9.	<b>REFERENCE MATERIAL</b>  Consists of background and reference material such as technical manuals, catalogs used in procuring items unique to [ ] and other publications on matters of interest to the branch.	40.0	Temporary. Destroy when revised, superseded or no longer needed.
25X1			
25X1	APPRO [ ] CIA Records Administration Officer	25 March 1963 Date	
		96.0	
		SECRET	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0		

*Superseded*

*7361-67*

*June 1967*

*RD*



RECEIVED CONTROL ROOM 2005/11/21 : CIA-RDP78-00487A000400270001-0

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

25X1 C/TSD

028 1963

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BRANCH ADMIN SUBJECT FILE

25X1 Consists of correspondence and memoranda used in carrying out the functions of the [redacted]  
25X1 [redacted] These files include monthly reports, T&A, overtime authorization, chronos, etc.

9.0

Temporary. Destroy after two years except for policy or materials needed for current operation.

2. AUDIO OPERATIONS FILE

Consists of cables, dispatches, and miscellaneous correspondence involving audio operations world-wide. These are filed by area, country, and in some instances by project.

43.0

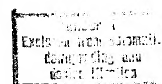
Temporary. Disposal not authorized at this time. Screen files and segregate into active and inactive files. Transfer inactive files to Records Center and hold for five years. At the end of this period, material will be reviewed for destruction. If it is felt that it should be retained, material will be re-submitted to Records Center.

3. AUDIO EQUIPMENT FILE

Consists of test and evaluation reports, correspondence dealing with potential R&D projects, operating manuals, publications and other reference material. Filed alphabetically by item of equipment.

18.0

Temporary. Screen periodically. Hold in office area for an indefinite period.



Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.		Disposition Instructions	
4.	<b>WORK ORDER FILE</b>  Consists of copies of work orders initiated by field requests.	2.0	Temporary. If applicable, transfer into project file all schematics and photos upon completion. Otherwise, destroy after three years.
5.	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	4.0	Temporary. Screen periodically. Destroy materials no longer needed.
6.		3.0	Temporary. Screen periodically. Hold in office area for an indefinite period.
25X1			
7.	<b>PERSONNEL FILES</b>  Consists of case files containing personnel and travel matters on staff employees, both Headquarters and Overseas.	1.5	Temporary. Screen periodically. Destroy non-current materials. Transfer to TSD/Personnel upon transfer or separation.
8.	<b>REFERENCE MATERIAL</b>  Consists of brochures, electronic magazines and also books obtained through the Agency library used for background and reference purposes.	17.5	Temporary. Screen periodically. Destroy obsolete material. Return library books to OCR Library when no longer needed.
25X1	<div style="border: 1px solid black; width: 200px; height: 50px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div>           APPROVED  <small>CI Records Administration Officer</small> </div> <div> <i>19 Feb 1963</i>            Date         </div> </div>	98.0	

RECORDS CONTROL SCHEDULE NO. 2505/11/21 : CIA-RDP78-00487A000400270001-0

SECRET

OFFICE, DIVISION, BRANCH

25X1

25X1 TSD

C/TSD

25X1

5 APR 1963

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1. BAB SUBJECT FILE

25X1 Consists of subject files on various matters of interest to the [redacted]

5.0

Temporary. Screen material over two years old. That portion which cannot be destroyed will be retired to Records Center and held for two additional years. At the end of this time it will be returned for review and resubmission if necessary.

2. CHRONO FILE

Consists of copies of outgoing correspondence originating in the branch.

0.3

Temporary. Destroy after two years except for certain papers which are considered necessary for current work.

3. ASSESSMENT FILES

[redacted]

10.0

Permanent. Disposal not authorized. Transfer to Records Center one year after file becomes inactive.

4. RESEARCH DATA FILES

Consists of minutes of meetings, reports, brochures and studies. This material is from both internal and external sources.

5.5

Temporary. Disposal not authorized. When no longer needed for current reference transfer to Records Center and hold for five years. Material will be returned for review at the end of this period and, if necessary, will be resubmitted to Records Center.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0			
5.	PROJECT FILES		
25X1	Consists of general administrative correspondence, financial reports, personnel and other material dealing with [ ] projects.	0.5	Temporary. Screen periodically. Hold in office area indefinitely.
6.	TRAINING AND TEST MATERIAL		
	[ ]	16.8	Temporary. Destroy when revised, superseded or no longer needed.
7.	REFERENCE MATERIAL		
	Consists of magazines and other background and reference materials regarding behavioral science.	20.0	Temporary. Destroy when revised, superseded or no longer needed except for library books which should be returned to OCR Library.
25X1	APPR [ ]		
	CIA Records Administration Officer	Date <u>2 May 1963</u>	
		58.1	

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400270001-0